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City and County of San Francisco  
**Public Library Commission**

ART AGNOS  
*Mayor*

STEVEN A. COULTER  
*President*

JEAN KALIL  
*1st Vice President*

KENNETH R. ROMINES E.D.D.  
*2nd Vice President*

DALE A. CARLSON  
LONNIE K. CHIN  
E. DENNIS NORMANDY  
ROSELYNE C. SWIG  
*Commissioners*

KENNETH E. DOWLIN  
*City Librarian*

RICHARD P. WALSH  
*Commission Secretary*

**\*\*\*NOTICE OF MEETING\*\*\***

A meeting of the Planning Committee of the San Francisco Public Library Commission will be held as follows:

DATE: Friday, May 18, 1990

TIME: 4:00 p.m.

PLACE: Lurie Room, Main Library

Chair: Commissioner Kalil

Members: Commissioners Chin and Normandy

Alternate: Commissioner Romines

DOCUMENTS DEPT.

MAY 15 1990

SAN FRANCISCO  
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**AGENDA:**

1. Report on the San Francisco Compact and staff recommendations for community involvement: Gloria Hanson
2. Review of policy regarding library advisory groups.





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Commissioners

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City Librarian

RICHARD P. WALSH  
Commission Secretary

\*\*\*NOTICE OF MEETING\*\*\*

A meeting of the Planning Committee of the San Francisco Public Library Commission will be held as follows:

DATE: Friday, June 22, 1990

TIME: 4:00 p.m.

PLACE: Lurie Room, Main Library

Chair: Commissioner Kalil

Members: Commissioners Chin and Normandy

Alternate: Commissioner Romines

AGENDA:

1. Update on San Francisco Compact
2. Discussion of Library Advisory Groups

DOCUMENTS DEPT.

JUN 15 1990  
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City Librarian

RICHARD P. WALSH  
Commission Secretary

AUG 22 1990

SAN FRANCISCO  
PUBLIC LIBRARY

\*\*\*NOTICE OF MEETING\*\*\*

A meeting of the Planning Committee of the San Francisco Public Library Commission will be held as follows:

DATE: Friday, August 24, 1990  
TIME: 4:00 p.m.  
PLACE: Lurie Room, Main Library

Chair: Commissioner Kalil  
Members: Commissioners Chin and Normandy  
Alternate: Commissioner Romines

AGENDA:

1. The Library's role in public access to information.
2. Review of the Library Bill of Rights and the Freedom to Read statement.
3. The San Francisco Public Library Compact.
4. Policy regarding Library advisory groups.

Main Library, Civic Center  
San Francisco, CA 94102  
Tel. (415) 558-3031





City and County of San Francisco  
**Public Library Commission**

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**\*\*\*NOTICE OF MEETING\*\*\***

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Commissioners

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City Librarian

RICHARD P. WALSH  
Commission Secretary

A meeting of the Planning Committee of the San Francisco Public Library Commission will be held as follows:

DATE: Friday, October 26, 1990

TIME: 4:00 p.m.

PLACE: Lurie Room, Main Library

Chair: Commissioner Kalil  
Members: Commissioners Chin, Normandy  
Alternate: Commissioner Romines

DOCUMENTS - OCT.

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**AGENDA:**

1. Update on the San Francisco Public Library Compact.
2. Discussion of Library advisory groups.
3. Other business.







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City Librarian

RICHARD P. WALSH  
Commission Secretary

\*\*\*NOTICE OF MEETING\*\*\*

A meeting of the Planning Committee of the San Francisco Public Library Commission will be held as follows:

DATE: Friday, November 30, 1990

TIME: 4:00 p.m.

PLACE: Lurie Room, Main Library

Chair: Commissioner Kalil

Members: Commissioners Chin and Normandy

Alternate: Commissioner Romines

**AGENDA:**

1. Discussion of LSCA grant for networking: Kenneth Dowlin, City Librarian.
2. Update on the new Main Library: Kathy Page, Chief of Facilities Development.
3. Update on Library advisory groups survey: Tim Williams, Assistant to the Commission.
4. Discussion of the San Francisco Public Library Compact: Marcia Schneider, Community Relations Librarian and Tim Williams.





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City Librarian

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Commission Secretary

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SAN FRANCISCO  
PUBLIC LIBRARY

\*\*\* NOTICE OF MEETING \*\*\*

A meeting of the Planning Committee of the San Francisco Public Library Commission will be held as follows:

DATE: Thursday, January 17, 1991  
TIME: 4:00 p.m.  
PLACE: Excelsior Branch Library  
4400 Mission Street (and Cotter)

Chair: Commissioner Kalil  
Members: Commissioners Chin and Normandy  
Alternate: Commissioner Romines

AGENDA:

- 1) Discussion of the categorization of Library services and activities as either "mandated," "intrinsic" or "discretionary," as required for Fiscal Year 1991/92 budget preparations.





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*Commission Secretary*

DOCUMENTS SECT.

FEB 19 1991

Office of the  
**PUBLIC LIBRARY**

**Meeting Notice and Agenda**

A meeting of the Planning Committee of the San Francisco Public Library Commission will be held as follows:

DATE: Friday, February 22, 1991

TIME: 4:00 p.m.

PLACE: Lurie Room, Main Library

Chair: Commissioner Kalil

Members: Commissioners Chin and Normandy

Alternate: Commissioner Romines

**AGENDA:**

1. Update on the new Main Library project: Chief of Facilities Development Kathy Page
2. Artwork in the new Main Library: Kathy Page
3. Discussion of a policy on Library advisory groups
4. Discussion of the San Francisco Public Library Compact







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City Librarian

RICHARD P. WALSH  
Commission Secretary

Meeting Notice and Agenda

DOCUMENTS DEPT.

MAR 15 1991

A meeting of the Planning Committee of the San Francisco Public Library Commission will be held as follows:

DATE: Friday, March 22, 1991

TIME: 4:00 p.m.

PLACE: Lurie Room, Main Library

Chair: Commissioner Kalil

Members: Commissioners Chin and Sanger

Alternate: Commissioner Romines

Agenda:

1. Update on the new Main Library.
2. Recommendation on a policy regarding Library advisory groups.





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MAY 14 1991

SAN FRANCISCO  
PUBLIC LIBRARY

Meeting Notice and Agenda

A meeting of the Planning Committee of the San Francisco Public Library Commission will be held as follows:

Date: Friday, May 17, 1991

Time: 4:00 p.m.

Place: Lurie Room, Main Library

Chair: Commissioner Kalil

Members: Commissioners Chin and Sanger

Alternate: Commissioner Romines

Agenda:

1. Discussion of a draft policy on Library support groups.
2. Update on the new Main Library project: Kathy Page, Chief of Facilities Development.
3. Report on the Plan of Service for an expanded Chinatown Branch Library: Neel Parikh, Acting Chief of Branches.

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NOTICE OF MEETING

A meeting of the Planning Committee of the San Francisco  
Public Library Commission will be held as follows:

DATE: Friday, September 20, 1991

TIME: 4:30 P.M.

PLACE: Lurie Room, Main Library

Chair: Commissioner Kalil  
Members: Commissioners Chin and Sanger  
Alternate: Commissioner Romines

AGENDA:

1. Report on status of draft policy on library support groups.
2. Public bicycle parking in the new main library.
3. Update on the new main library project.
4. Discussion of strategic planning session on September 28.
5. Other business.

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NOTICE OF MEETING

A meeting of the Planning Committee of the San Francisco Public Library Commission will be held as follows:

DATE: Friday, October 18, 1991

TIME: 4:30 P.M.

PLACE: Lurie Room, Main Library

Chair: Commissioner Kalil  
Members: Commissioners Chin and Sanger  
Alternate: Commissioner Romines

DOCUMENTS DEPT.

OCT 11 1991

SAN FRANCISCO  
PUBLIC LIBRARY

AGENDA:

1. Youth at Risk Program: Neel Parikh, Chief of Branches.
2. Follow-up to strategic planning retreat: Kenneth Dowlin, City Librarian
3. Update on new main library: Kathy Page, Chief of Facilities Development
  - Art enrichment program
  - Public bicycle parking
4. Report on branch renovation projects: Kathy Page, Chief of Facilities Development
5. Other business







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RICHARD P. WALSH  
Commission Secretary

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NOTICE OF MEETING

A meeting of the Planning Committee of the San Francisco Public Library Commission will be held as follows:

DATE: Wednesday, October 30, 1991

TIME: 4:30 P.M.

PLACE: Lurie Room, Main Library

Chair: Commissioner Kalil

Members: Commissioners Chin and Sanger

Alternate: Commissioner Romines

AGENDA:

1. Youth at Risk Program: Neel Parikh, Chief of Branches.
2. Follow-up to strategic planning retreat: Kenneth Dowlin, City Librarian
3. Update on new main library: Kathy Page, Chief of Facilities Development
  - Art enrichment program
  - Public bicycle parking
4. Report on branch renovation projects: Kathy Page, Chief of Facilities Development
5. Other business





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NOTICE OF MEETING

A meeting of the Planning Committee of the San Francisco Public Library Commission will be held as follows:

DATE: Monday, December 16, 1991

TIME: 4:30 P.M.

PLACE: Lurie Room, Main Library

Chair: Commissioner Kalil

Members: Commissioners Chin and Sanger

Alternate: Commissioner Romines

AGENDA:

1. Development of Strategic Plan: Goals and Objectives  
1991-1994



# NOTICE OF PUBLIC MEETINGS

The Planning Committee of the Library Commission  
San Francisco Public Library

Welcomes your participation in developing

## **\*Goals and Objectives 1991-1994**

Monday, December 16, 1991, 4:30 p.m.  
Lurie Room, Main Library  
Civic Center

Thursday, January 9, 1992, 7:00 p.m.  
Western Addition Branch Library  
1550 Scott Street @ Geary St.

Friday, January 17, 1992, 4:30 p.m.  
Lurie Room, Main Library  
Civic Center

\*For a copy of the draft, or for more information,  
please call 557-4277.



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City and County of San Francisco  
**Public Library Commission**

NOTICE OF MEETING

A meeting of the Planning Committee of the San Francisco Public Library Commission will be held as follows:

DATE: Thursday, January 9, 1992

TIME: 7:00 P.M.

PLACE: Western Addition Branch Library  
1550 Scott Street @ Geary

Chair: Commissioner Kalil

Members: Commissioners Chin and Sanger

Alternate: Commissioner Romines

AGENDA:

1. Development of Strategic Plan: Goals and Objectives  
1991-1994

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DEC 6 1991  
SAN FRANCISCO  
PUBLIC LIBRARY





City and County of San Francisco  
**Public Library Commission**

NOTICE OF MEETING

A meeting of the Planning Committee of the San Francisco Public Library Commission will be held as follows:

DATE: Friday, January 17, 1992

TIME: 4:30 P.M.

PLACE: Lurie Room, Main Library

Chair: Commissioner Kalil

Members: Commissioners Chin and Sanger

Alternate: Commissioner Romines

AGENDA:

1. Development of Strategic Plan: Goals and Objectives 1991-1994

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City and County of San Francisco  
Public Library Commission

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NOTICE OF MEETING

A meeting of the Planning Committee of the San Francisco Public Library Commission will be held as follows:

DATE: Friday, March 27, 1992

TIME: 4:30 P.M.

PLACE: Lurie Room, Main Library

Chair: Commissioner Kalil

Members: Commissioners Chin and Sanger

Alternate: Commissioner Romines

AGENDA:

1. New main library final design phase approval.
2. Development of Strategic Plan: Goals and Objectives  
1991-1994 - *attached*

FRANK M. JORDAN  
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ROSELYNE C. SWIG  
Commissioners

KENNETH E. DOWLIN  
City Librarian

RICHARD P. WALSH  
Commission Secretary

*Take up 9:30 am*  
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NOV 8 1994  
SAN FRANCISCO  
PUBLIC LIBRARY

Tha go-

20th

repeated on both and bottom sides -  
was a 3' side bed in pool - differs a bit from earlier  
bedding. Some nodules are larger. Generally  
looks more interesting.

21st

Low flow

26' West section in

we saw 10' below

near floor

Technical Services seen improved

19 Service  
turbines

Signage } being replaced - some talking signs  
already } and also a system on some lower

4th floor

Redwood flooring in glass room -

Hot water being replaced

April 7 - Convention Meeting  
Tropical Presentation of  
Design

A COMMUNITY VISION  
SAN FRANCISCO PUBLIC LIBRARY SYSTEM  
FIVE YEAR PLAN

Why a Strategic Plan?

The San Francisco Public Library is the most democratic civic, social, and cultural institution in the City and County of San Francisco.

As a preserver and organizer of human knowledge, a champion of literacy and intellectual freedom, it is a resource for our children, scholars, entrepreneurs and pleasure readers, yet it is distinctively a people's institution. There is no admission charge to come inside. Our intention is to provide the finest public library service in the country.

The Library Commission and staff recognize that the achievement of this vision can only be realized through the efforts of creative partnerships between the Public Library and the communities and constituencies it seeks to serve. Toward that end--and after extensive public hearings wherein the thoughts and ideas of citizens have been actively solicited, refined, and embraced--the Commission has adopted this strategic plan for the library:

- To define the role of the Public Library in the community;
- To provide goals and objectives for community action; and,
- To serve as a means of measuring the Public Library's performance and the quality of its service by the standards of those goals.

This strategic plan is intended to establish a long term course of action for the Public Library. It is a compact between the Commission, staff and patrons.

SAN FRANCISCO PUBLIC LIBRARY COMMISSION  
APRIL 1992





## MISSION STATEMENT

The San Francisco Public Library system is dedicated to free and equal access to information, knowledge, independent learning and the joys of reading for our diverse community.

## GOALS

### System Access.

- Over the next five years, creatively find the means to have each of the 26 neighborhood branches and the Main Library open at least 60 hours per week, with computer access available 24 hours a day.

### Collections.

- The Public Library will develop and maintain a body of books, materials and electronic resources reflecting San Francisco's diversity, suitable for its contemporary needs and providing for its future vitality.
- The Public Library will double the size of its book collection within 15 years, with an immediate goal of adding one new book per child each year.
- In addition to its broad-based general collection, the Public Library will focus special attention on those services of particular importance to the community, such as services for children, the sight and hearing impaired, small business development and adult literacy.
- Where there is serious need and interest, the Public Library will develop a few special collections to research depth, inviting scholarly inquiry and community participation and support.

### Facilities.

- The Public Library's facilities will be fully functional; conducive to reading, learning, and thought; and supported by state-of-the-art, easy to use technology.

THE UNIVERSITY OF CHICAGO

DEPARTMENT OF THE HISTORY OF ARTS

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### Community Pride.

- The Public Library will be a source of pride for the people of San Francisco as a resource for individual and community achievement, as a democratic institution and bastion of intellectual freedom, as an asset for the literary community, and as a focal point for civic, community and neighborhood activity.
- Every child in San Francisco will have a Public Library card.

### Staff and Community Involvement.

- The Public Library's staff will be diverse, personable, helpful and fully capable of meeting a broad spectrum of needs, and the Library will provide its staff with an atmosphere, training and resources necessary for personal development.
- The Public Library will encourage community participation in the institution, recruiting a large number of talented advisers, scholars, docents, fund raisers and volunteers.

### BENCHMARKS FOR IMPLEMENTATION OF GOALS

(To be added later for staff guidance and evaluation)

THE UNIVERSITY OF CHICAGO  
LIBRARY  
540 EAST 57TH STREET  
CHICAGO, ILL. 60637  
TEL: 773-936-5000  
FAX: 773-936-5001  
WWW.CHICAGO.EDU

CHICAGO, ILL. 60637  
TEL: 773-936-5000  
FAX: 773-936-5001  
WWW.CHICAGO.EDU

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Commission Secretary

**NOTICE OF MEETING**

A meeting of the Planning Committee  
of the San Francisco Public Library Commission  
will be held as follows:

DATE: Tuesday, June 16, 1992

TIME: 5:00 PM

PLACE: Lurie Room, Main Library

Chair: Commissioner Jean Kalil

**DOCUMENTS DEPT.**

**JUN 18 1992**

**SAN FRANCISCO  
PUBLIC LIBRARY**

**AGENDA:**

1. Indoor Air Quality: New Main Library
2. ESP II: Branch Library Facilities
3. Chinatown Roof Garden Project Update





City and County of San Francisco  
**Public Library Commission**

FRANK M. JORDAN  
*Mayor*

STEVEN A. COULTER  
*President*

JEAN KALIL  
*1st Vice President*

KENNETH R. ROMINES E.D.D.  
*2nd Vice President*

DALE A. CARLSON  
LONNIE K. CHIN  
ELLEN RAMSEY SANGER  
ROSELYNE C. SWIG  
*Commissioners*

KENNETH E. DOWLIN  
*City Librarian*

RICHARD P. WALSH  
*Commission Secretary*

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JUL 15 1992

SAN FRANCISCO  
PUBLIC LIBRARY

**THE PUBLIC LIBRARY COMMISSION PLANNING COMMITTEE  
MEETING SCHEDULED FOR FRIDAY, JULY 17, 1992,  
HAS BEEN CANCELED DUE TO THE LACK OF A QUORUM.**

--R. WALSH

July 14, 1992

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City and County of San Francisco  
Public Library Commission

///  
Agenda

NOTICE OF MEETING

A meeting of the Planning Committee of  
the San Francisco Public Library Commission will  
be held as follows:

DATE: Tuesday, September 1, 1992  
TIME: 4:00 P.M.

PLACE: Lurie Room, Main Library

Chair: Commissioner Jean Kalil

AGENDA:

1. Mural Proposal for Western Addition Branch:

FRANK M. JORDAN  
Mayor

STEVEN A. COULTER  
President

JEAN KALIL  
1st Vice President

KENNETH R. ROMINES E.D.D.  
2nd Vice President

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RICHARD P. WALSH  
Commission Secretary

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AUG 20 1992

SAN FRANCISCO  
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SAN FRANCISCO  
PUBLIC LIBRARY

NOTICE OF MEETING

A meeting of the Planning Committee of the San Francisco Public Library Commission will be held as follows:

DATE: Wednesday, November 18, 1992

TIME: 3:30 P.M.

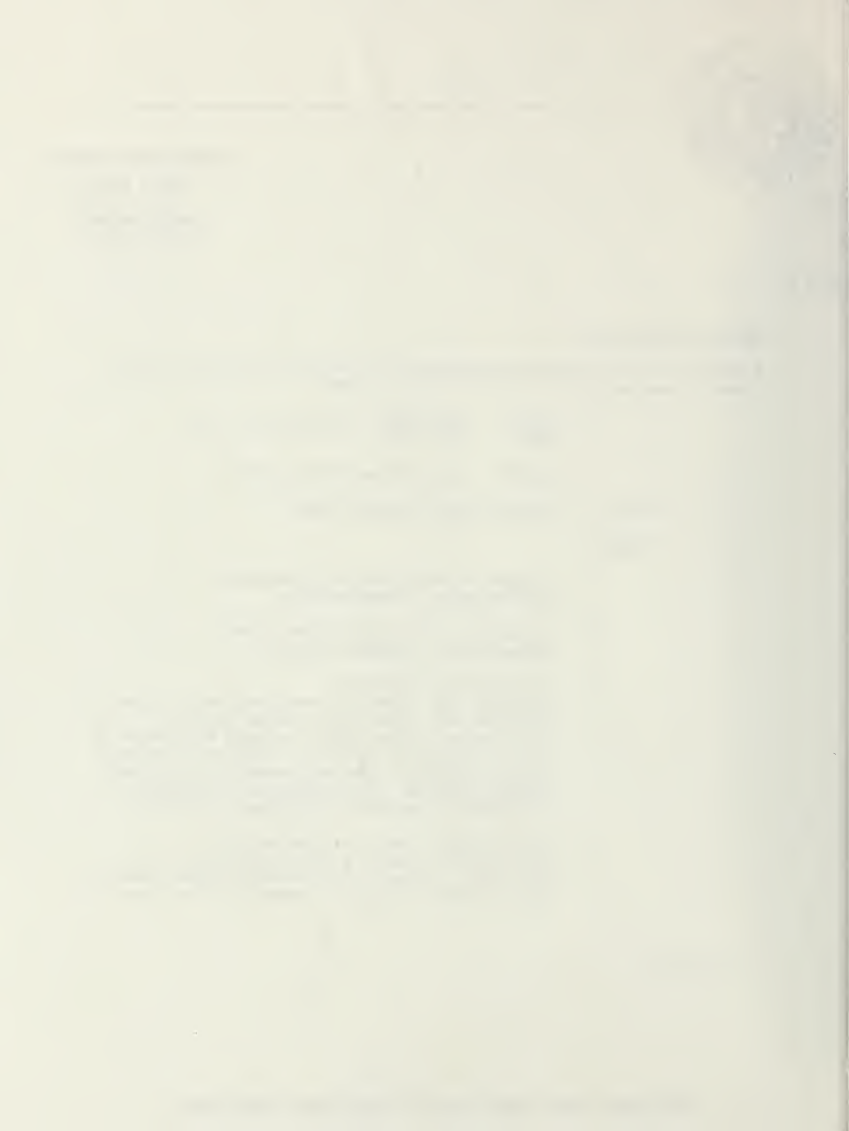
PLACE: Lurie Room, Main Library

Chair: Commissioner Shepard Kopp

AGENDA:

1. Change In Committee Assignments:  
Commissioner, Shepard Kopp
2. Strategic Long Term Budget Plan:  
Seema Grover, Budget Analyst
3. Intellectual Freedom:  
Consider the right to read and have access to information. Consider expanding the principals in the Right To Read Statement to cover listening, viewing, electronic access to information, reading rooms and displays:  
Kenneth Dowlin, City Librarian and Marcia Schneider, Community Relations Librarian
4. Patron Book Wish List Suggestion:  
The library create a book "Wish List" for books the library would wish to have donated:  
Nancy Musser, Chief of Technical Services

11/12/92:dm





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SF "Public Library Commission"

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DEC 11 1992

SAN FRANCISCO  
PUBLIC LIBRARY

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NOTICE OF MEETING CHANGE

///  
The Public Planning Committee meeting of Wednesday, December 16, 1992, has been postponed until Wednesday, January 20, 1993, at 3:30 P.M. in the Lurie Room, Main Library. ///





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JAN 14 1993

SAN FRANCISCO  
PUBLIC LIBRARY

*Notice*

*Commission*

SAN FRANCISCO PUBLIC LIBRARY PLANNING/TEAM BUILDING RETREAT  
Wednesday, January 20, 1993--1155 Market Street

8:30 a.m.

Welcome and Purpose of the Retreat--President of the Library Commission

Introduction of Facilitator and Recorder

Role of the Facilitator, Recorder and Group

Agenda Review--Marilyn Snider, Facilitator

Introductions/Expectations of the Group

What's Going Well With the San Francisco Public Library? (including progress on goals and objectives)

What's Not Going As Well As You Would Like or Expect?

Review the San Francisco Public Library Mission Statement

Review/Revise, if Necessary, the Three Year Goals

Review/Revise (add, delete, amend) the 1993-1994 (1/93 to 6/30/94) Objectives For Each of the Goals

Identify the Next Steps in the Strategic Planning and Budget Reduction Process

Team Building

- \* What Do the Commission Members Expect/Need From Each Other to Work Effectively As a Team?
- \* What Does the Commission Expect/Need From the Staff?
- \* What Does the Staff Expect/Need From the Commission?

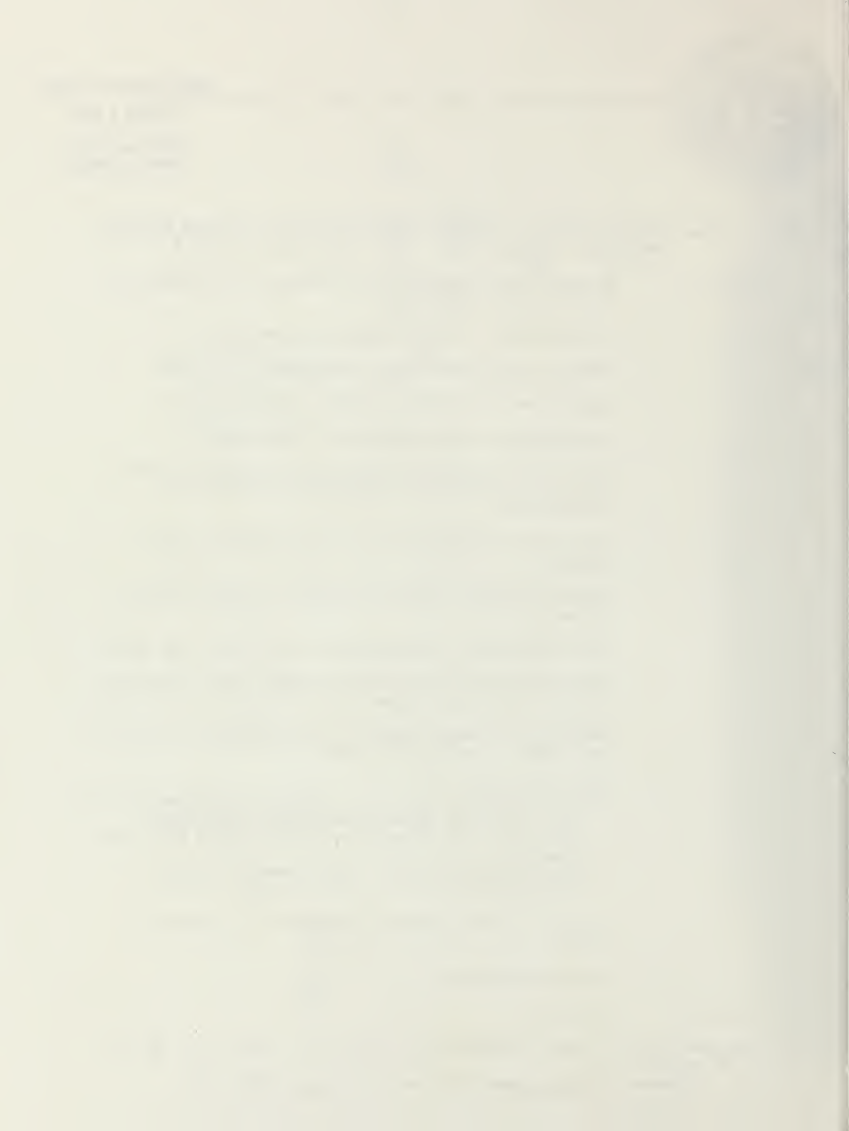
Summary of the Retreat and Review of the Next Steps

Closing Remarks

4:00 p.m.

Adjourn

The meeting will begin promptly at 8:30 a.m. Lunch will be at 12:00 noon.







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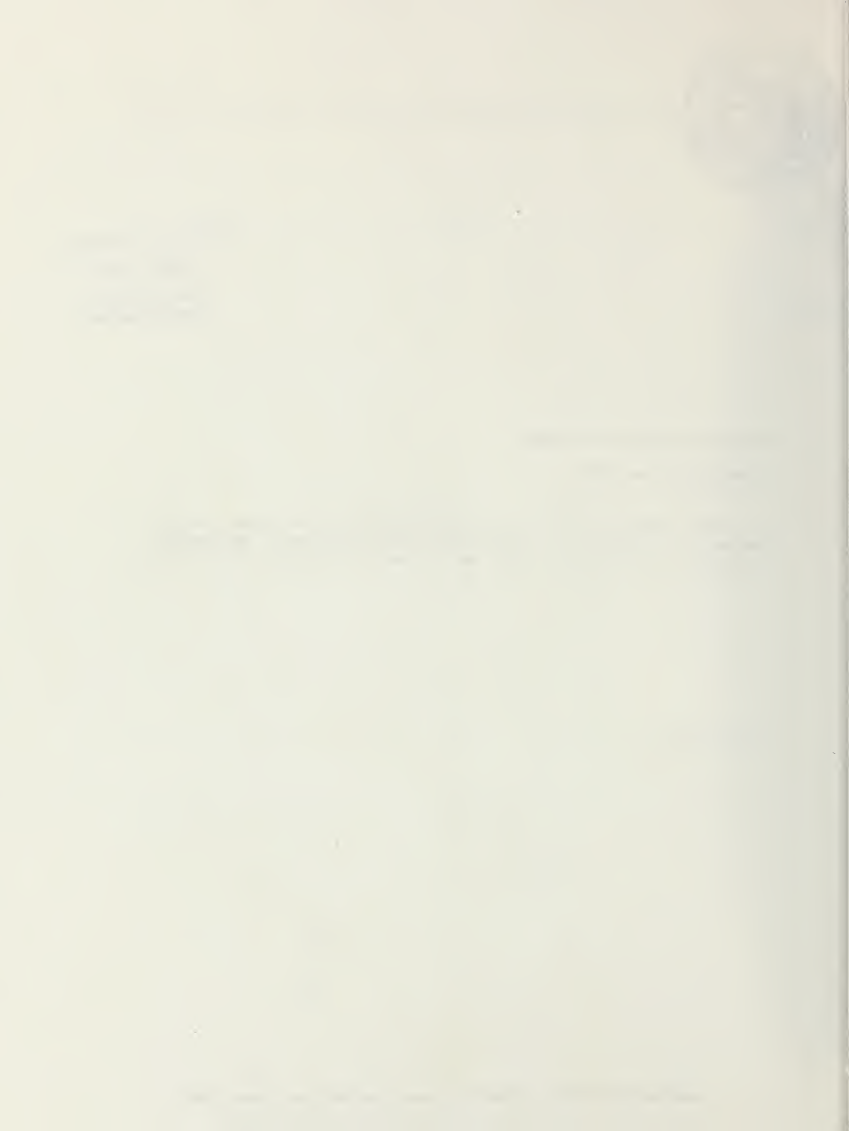
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JAN 14 1993  
SAN FRANCISCO  
PUBLIC LIBRARY

NOTICE OF MEETING CHANGE

CORRECTION ON TIME

The San Francisco Public Library Planning Committee meeting of Wednesday, January 20, 1993, was postponed until Wednesday, February 17, 1993, at 3:30 PM in the Lurie Room, Main Library. *Commission*

dm/1/13/93





SF "Public Library"

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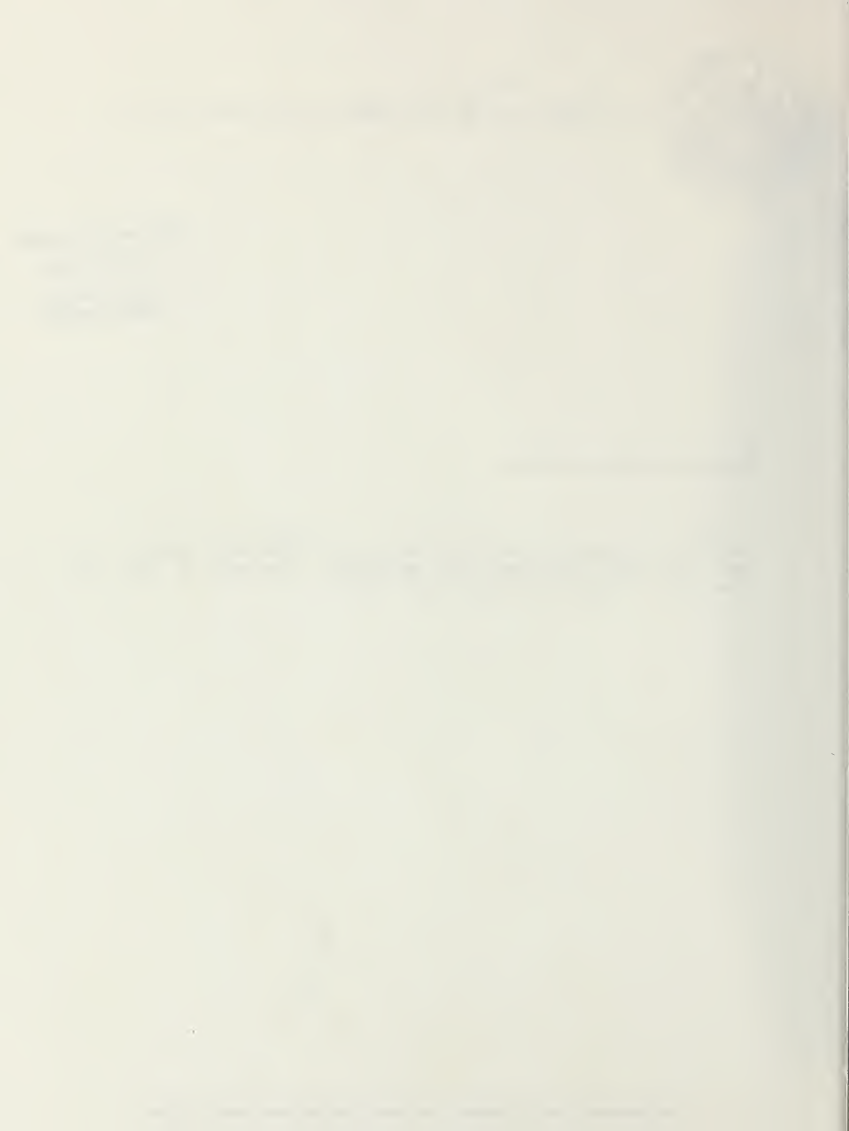
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JAN 11 1993

SAN FRANCISCO  
PUBLIC LIBRARY

NOTICE OF MEETING CHANGE

The Public Planning Committee meeting of Wednesday, January 20, 1993, has been postponed until Wednesday, February 17, 1993, at 4:30 P.M. in the Lurie Room, Main Library.





SF Public Library Commission

DOCUMENTS DEPT

FEB 10 1993

SAN FRANCISCO  
PUBLIC LIBRARY

NOTICE OF MEETING

A meeting of the Planning Committee of the San Francisco Public Library Commission will be held as follows:

DATE: Wednesday, February 17, 1993

TIME: 3:30 PM

PLACE: Lurie Room, Main Library

Chair: Commissioner Shepard Kopp

MEMBERS: Commissioner Gee and Swig

AGENDA:





1. Revision of Bylaws: Kenneth Dowlin, City Librarian
2. Review Objectives of Cluster Assignments:
3. Update on Volunteer Program
4. Request to Adopt Resolution #1623 to Support the American Library Association's Library Bill of Rights and Freedom to Read Statement: Marcia Schneider, Community Relations Librarian
5. Request to Adopt Resolution #1624 to Extend the Library's Support of Intellectual Freedom to Include All Formats in which Information is to be Found: Marcia Schneider, Community Relations Librarian
6. Report on University of California Berkeley Library School: Kenneth Dowlin, City Librarian

2/8/93:dm



## ACCESSIBLE MEETING POLICY

To ensure the participation of the disabled public in all commission public meetings, the following seven items concerning accessibility will be available.

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4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 292-2022 at least 72 hours in advance of need.
5. To allow individuals with environmental illness or multiple chemical sensitivity to attend the meetings, individuals are requested to refrain from wearing perfume or other scented products.
6. The meetings will be held at the San Francisco Public Library, first floor, in the Lurie room. The closest accessible BART station is Civic Center. Accessible MUNI lines serving this location include 42 Van Ness, 26 Valencia or 9 San Bruno down Market. For information about MUNI's accessible service call 923-6142.
7. There is accessible parking available at 355 McAlister, Civic Center Plaza Garage. Call 863-1537. 
8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available. 



City and County of San Francisco  
**Public Library Commission**

DOCUMENTS DEPT.

MAR 11 1993

SAN FRANCISCO  
PUBLIC LIBRARY

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*Mayor*

JAMES P. HERLIHY  
*President*

VIRGINIA C. GEE  
*1st Vice President*

BARBARA C. ROSENBERG  
*2nd Vice President*

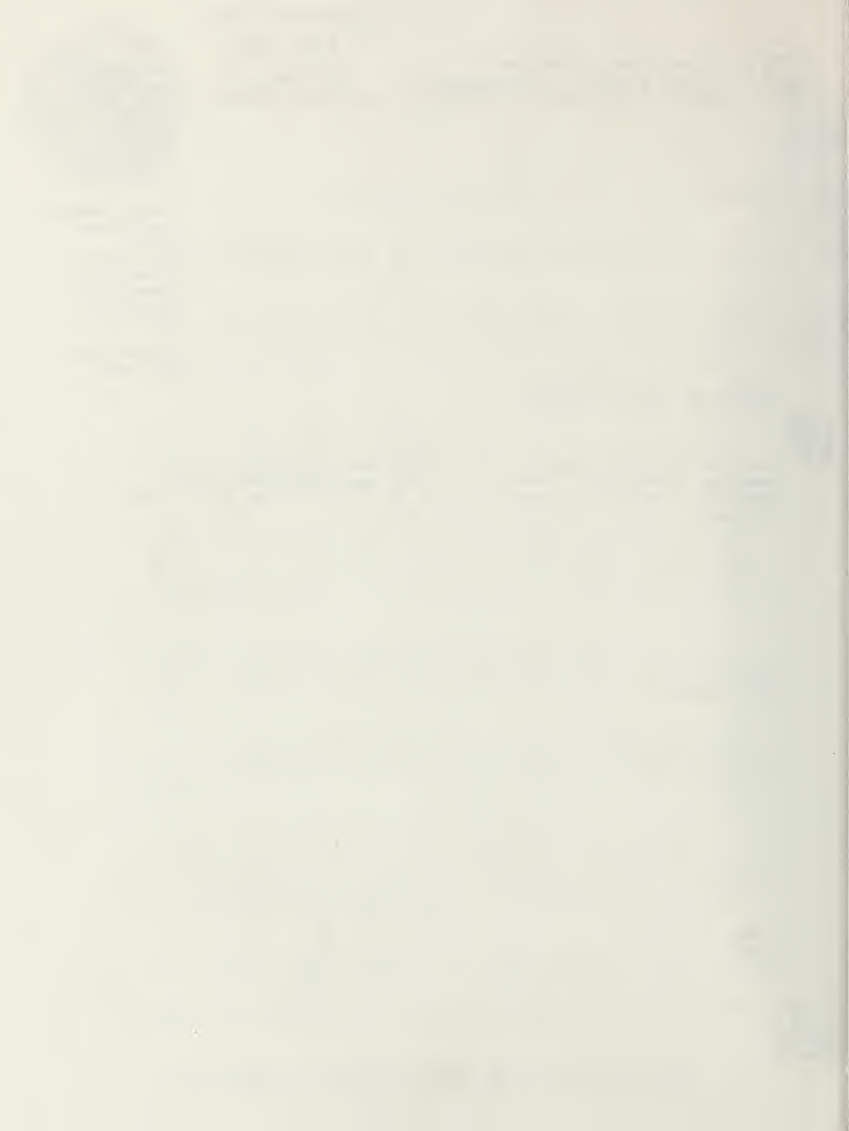
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STEVEN A. COULTER  
SHEPARD S. KOPP  
ROSELYNE C. SWIG  
*Commissioners*

KENNETH E. DOWLIN  
*City Librarian*

**NOTICE OF MEETING CHANGE**

The San Francisco Public Library Planning Committee meeting of Wednesday, March 17, 1993, was postponed until Wednesday, March 31, 1993, at 4:30 PM in the Lurie Room, Main Library.

dm/3/10/93







City and County of San Francisco  
**Public Library Commission**

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KENNETH E. DOWLIN  
*City Librarian*

DOCUMENTS DEPT.

MAR 25 1993

SAN FRANCISCO  
PUBLIC LIBRARY

**NOTICE OF MEETING CHANGE**

The San Francisco Public Library **Planning Committee** meeting of Wednesday, March 17, 1993 has been postponed until:

**DATE:** Wednesday, March 31, 1993

**TIME:** 2:30 PM

**PLACE:** Lurie Room, Main Library

**Chair:** Commissioner Shepard Kopp

**MEMBERS:** Commissioner Gee and Swig

**AGENDA:**





1. Volunteer Program Update: Marcia Schneider, Community Relations Librarian
2. Review of the Collection Development Policy: Hope Hayes, Chief of Main
3. Letter of Request for Technical Assistant From Planning Department: Kenneth Dowlin, City Librarian
4. Revision of Bylaws Discussion: Kenneth Dowlin, City Librarian
5. Status Report on Relocating Bike Rack From Main Library: Hope Hayes, Chief of Main
6. Adopt Goals and Objectives from Commission Retreat: Kenneth Dowlin, City Librarian
7. Other Reports

3/24/93:dm



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*Commissioners*

KENNETH E. DOWLIN  
*City Librarian*

DOCUMENTS DEPT.

APR 15 1993

SAN FRANCISCO  
PUBLIC LIBRARY

**NOTICE OF MEETING**

A meeting of the **Planning Committee** of the San Francisco Public Library Commission will be held as follows:

**DATE:** Wednesday, April 21, 1993

**TIME:** 3:30 PM

**PLACE:** Lurie Room, Main Library

**Chair:** Commissioner Shepard Kopp

**MEMBERS:** Commissioner Coulter and Gee

**AGENDA:**

1. Continued Discussion on the Collection Development Policy: Hope Hayes, Acting City Librarian
2. Other Reports





4/15/93:dm

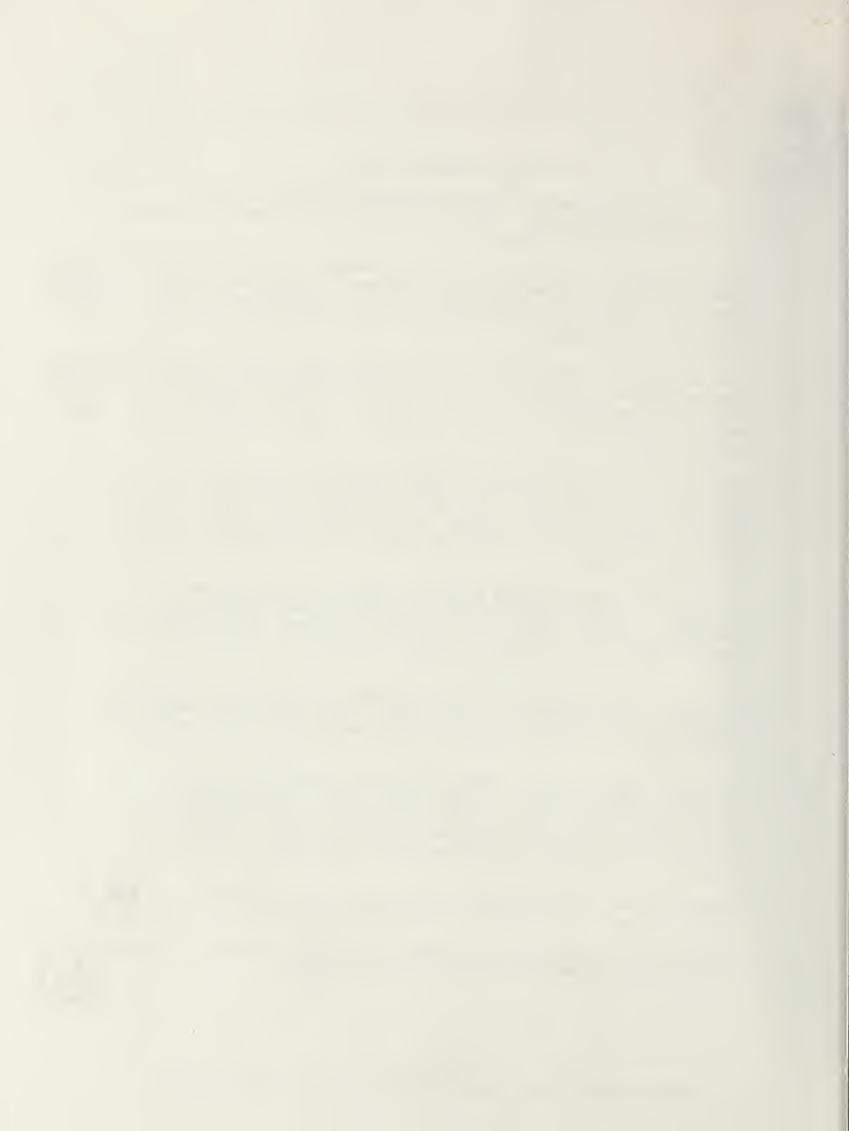




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City and County of San Francisco  
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ROSELYNE C. SWIG  
*Commissioners*

KENNETH E. DOWLIN  
*City Librarian*

DOCUMENTS DEPT.

MAY 14 1993

SAN FRANCISCO  
PUBLIC LIBRARY

**NOTICE OF MEETING**

A meeting of the <sup>Policy</sup> **Planning Committee** of the San Francisco Public Library Commission will be held as follows:

**DATE:** Wednesday, May 19, 1993  
**TIME:** 3:30 PM  
**PLACE:** Lurie Room, Main Library  
**Chair:** Commissioner Shepard Kopp  
**MEMBERS:** Commissioner Coulter and Gee  
**AGENDA:**





1. Continued Discussion on the Collection Development Policy: Hope Hayes, Chief of Main
2. Other Reports

5/13/93:dm



## ACCESSIBLE MEETING POLICY

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City and County of San Francisco  
**Public Library Commission**

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**JUL 19 1993**

SAN FRANCISCO  
PUBLIC LIBRARY

FRANK M. JORDAN  
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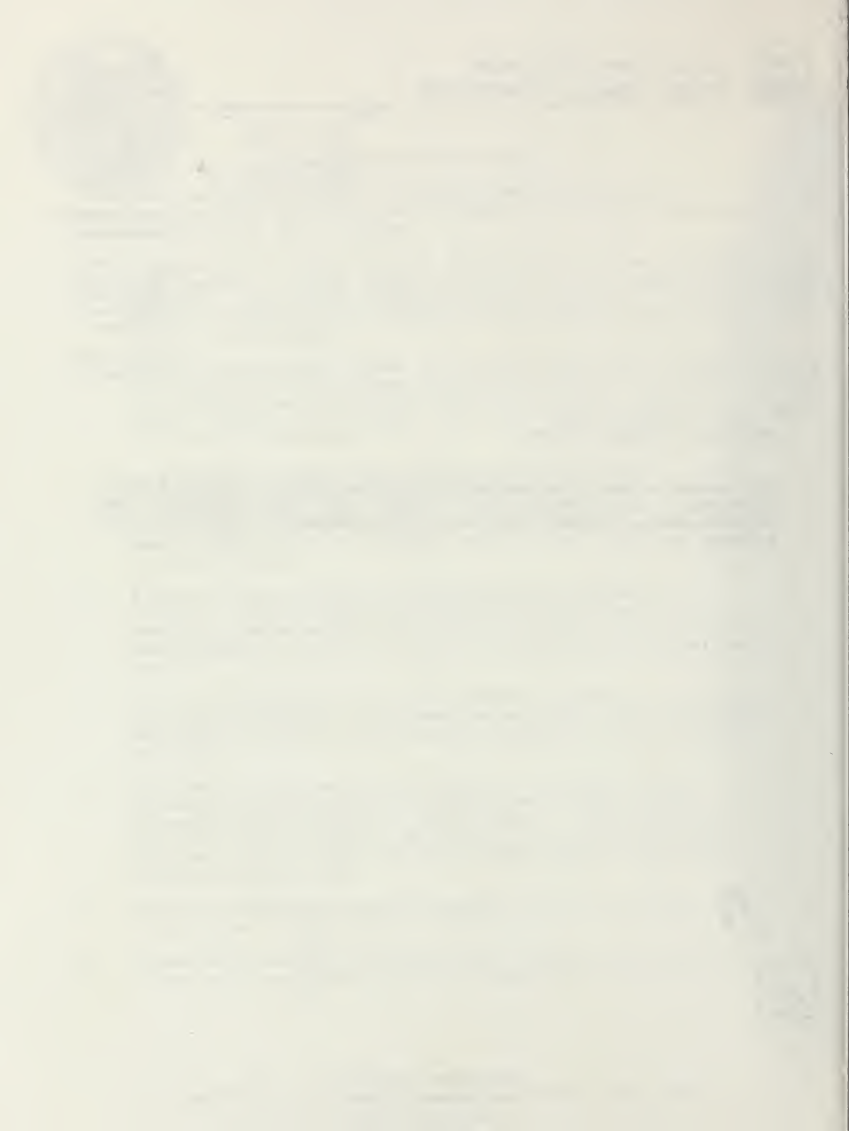
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*Commissioners*

KENNETH E. DOWLIN  
*City Librarian*

**NOTICE OF MEETING CHANGE**

THE PLANNING COMMITTEE MEETING OF THE SAN FRANCISCO PUBLIC LIBRARY  
COMMISSION OF WEDNESDAY, JULY 21, 1993, HAS BEEN CANCELLED. THE  
NEXT PLANNING COMMITTEE MEETING WILL BE WEDNESDAY, AUGUST 18, 1993  
AT 3:30 PM.

7/15/93:dm





City and County of San Francisco  
**Public Library Commission**

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AUG 16 1993

SAN FRANCISCO  
PUBLIC LIBRARY

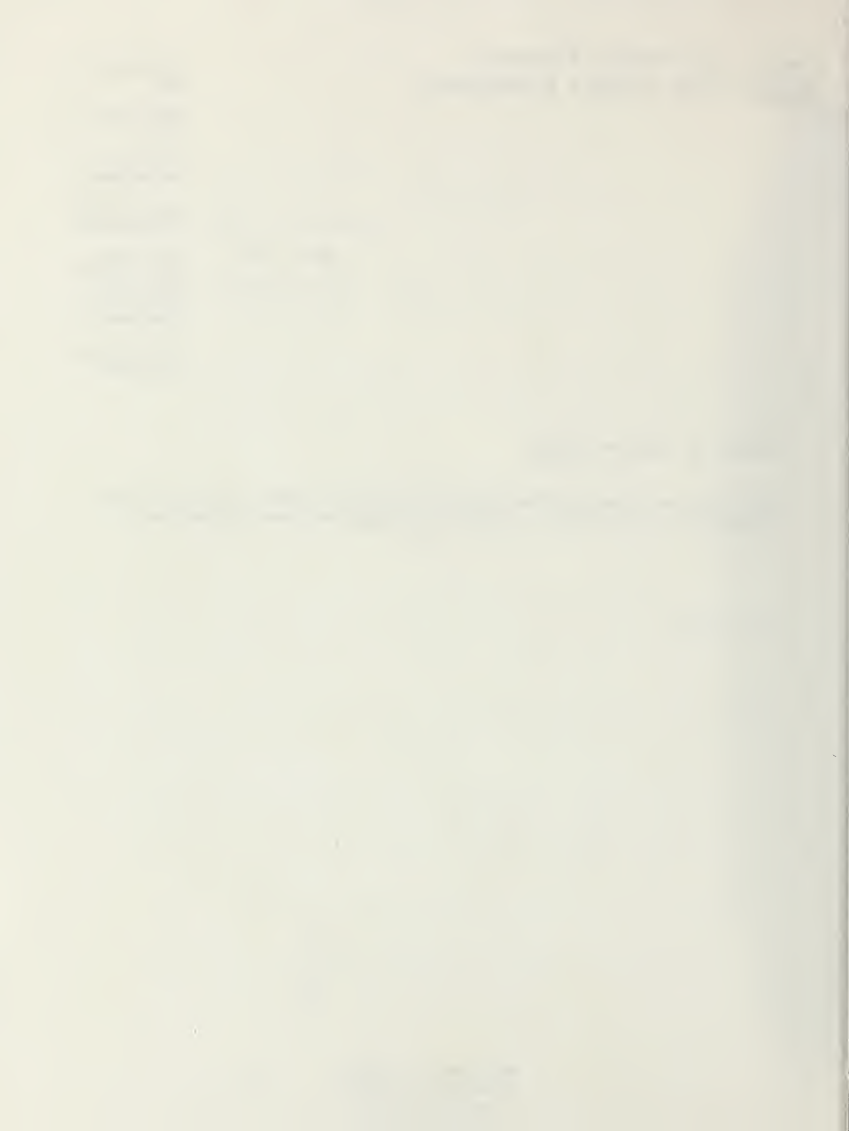
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STEVEN A. COULTER  
MARK A. ORSI  
ROSELYNE C. SWIG  
*Commissioners*

KENNETH E. DOWLIN  
*City Librarian*

111  
**NOTICE OF MEETING CHANGE**

The Planning Committee Meeting of the San Francisco Public Library Commission of Wednesday, August 18, 1993, has been cancelled.

8/11/93:dm





City and County of San Francisco  
**Public Library Commission**

FRANK M. JORDAN  
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*Commissioners*

KENNETH E. DOWLIN  
*City Librarian*

**NOTICE OF MEETING CHANGE**

A meeting of the **Planning Committee** of the San Francisco Public Library Commission will be held as follows:

**DATE:** Thursday, September 23, 1993 (Note date change)

**TIME:** 3:30 PM

**PLACE:** Lurie Room, Main Library

**Chair:** Commissioner Coulter

**MEMBERS:** Commissioner Casey and Gee

**AGENDA:**

1. Discussion on advisory role of Special Collections and the Library Compact: Commissioner Coulter
2. Update on Commission By-Laws: Commissioner Gee
3. Other reports

9/14/93:dm

## ACCESSIBLE MEETING POLICY

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5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.
6. The meetings will be held at the San Francisco Public Library, first floor, in the Lurie room. The closest accessible BART station is Civic Center. The library is only two blocks from all MUNI lines on Market Street and Van Ness Avenues. For information about MUNI's accessible service call 923-6142.
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City and County of San Francisco  
**Public Library Commission**

DOCUMENTS DEPT.

OCT 04 1993

SAN FRANCISCO  
PUBLIC LIBRARY

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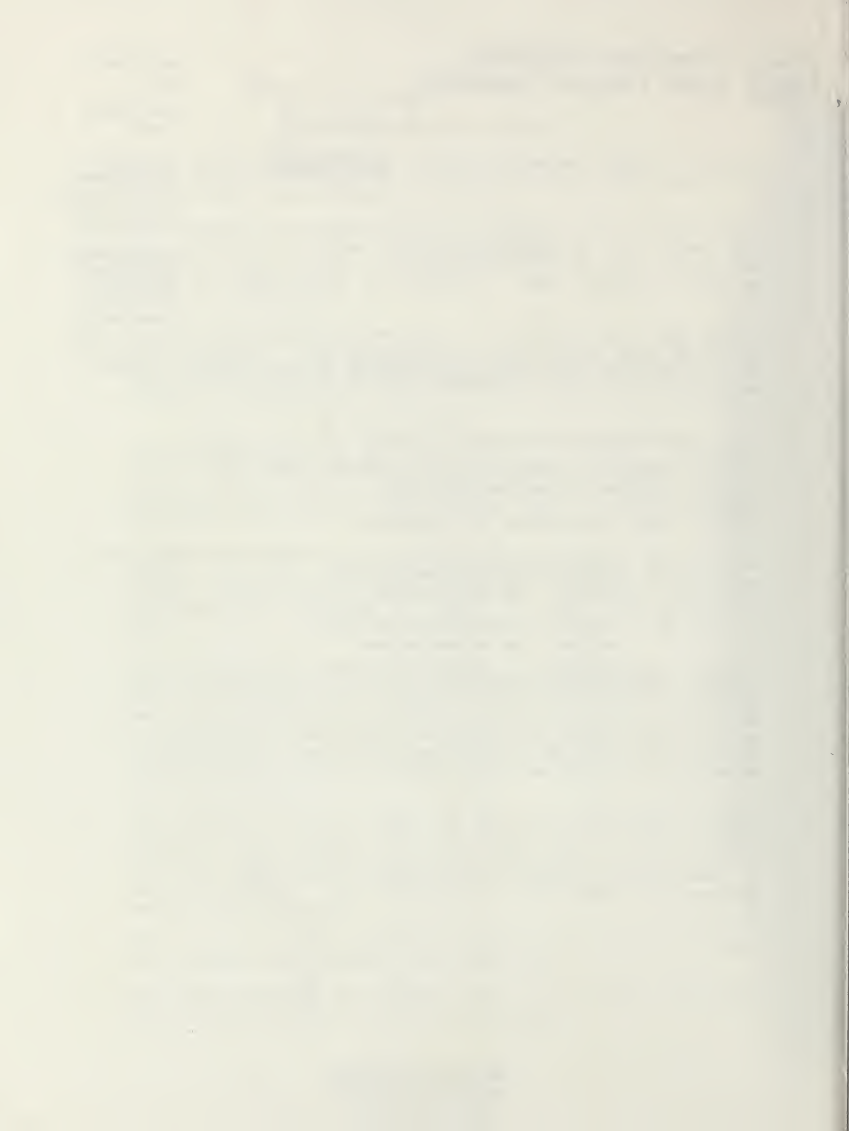
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*Commissioners*

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*City Librarian*

MINUTES

PLANNING COMMITTEE, SAN FRANCISCO PUBLIC LIBRARY  
SEPTEMBER 23, 1993

- I. Meeting called to order at 3:33 PM.
- II. Present: Commissioner Coulter and Gee  
Excused: Commissioner Casey
- III. Items Considered by Committee:
- A. Discussion on advisory role of Special Collections and the Library Compact.  
**Action: No action taken**
- B. Update on Commission By-laws.  
**Action: No action taken**
- IV. Adjournment: 4:35 PM.







City and County of San Francisco  
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KENNETH E. DOWLIN  
*City Librarian*

DOCUMENTS DEPT.

OCT 8 1993

SAN FRANCISCO  
PUBLIC LIBRARY

NOTICE OF MEETING CHANGE

///  
A meeting of the **Planning Committee** of the San Francisco  
Public Library Commission will be held as follows:

**DATE:** Wednesday, October 13, 1993 (Note date change)

**TIME:** 3:30 PM

**PLACE:** Lurie Room, Main Library

**Chair:** Commissioner Coulter

**MEMBERS:** Commissioner Casey and Gee

**AGENDA:**

1. Discussion of the Library Compact and  
Memorandums of Understanding:  
Commissioner Coulter
2. Update and Discussion on Commission By-Laws:  
Commissioner Gee
3. Other reports

10/6/93:dm

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5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.
6. The meetings will be held at the San Francisco Public Library, first floor, in the Lurie room. The closest accessible BART station is Civic Center. The library is only two blocks from all MUNI lines on Market Street and Van Ness Avenues. For information about MUNI's accessible service call 923-6142.
7. There is accessible parking available at 355 McAlister, Civic Center Plaza Garage. Call 863-1537.
8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available.



City and County of San Francisco  
Public Library Commission

FRANK M. JORDAN  
*Mayor*

JAMES P. HERLIHY  
*President*

VIRGINIA C. GEE  
*1st Vice President*

BARBARA C. ROSENBERG  
*2nd Vice President*

DONNA MILLER CASEY  
STEVEN A. COULTER  
MARK A. ORSI  
ROSELYNE C. SWIG  
*Commissioners*

KENNETH E. DOWLIN  
*City Librarian*

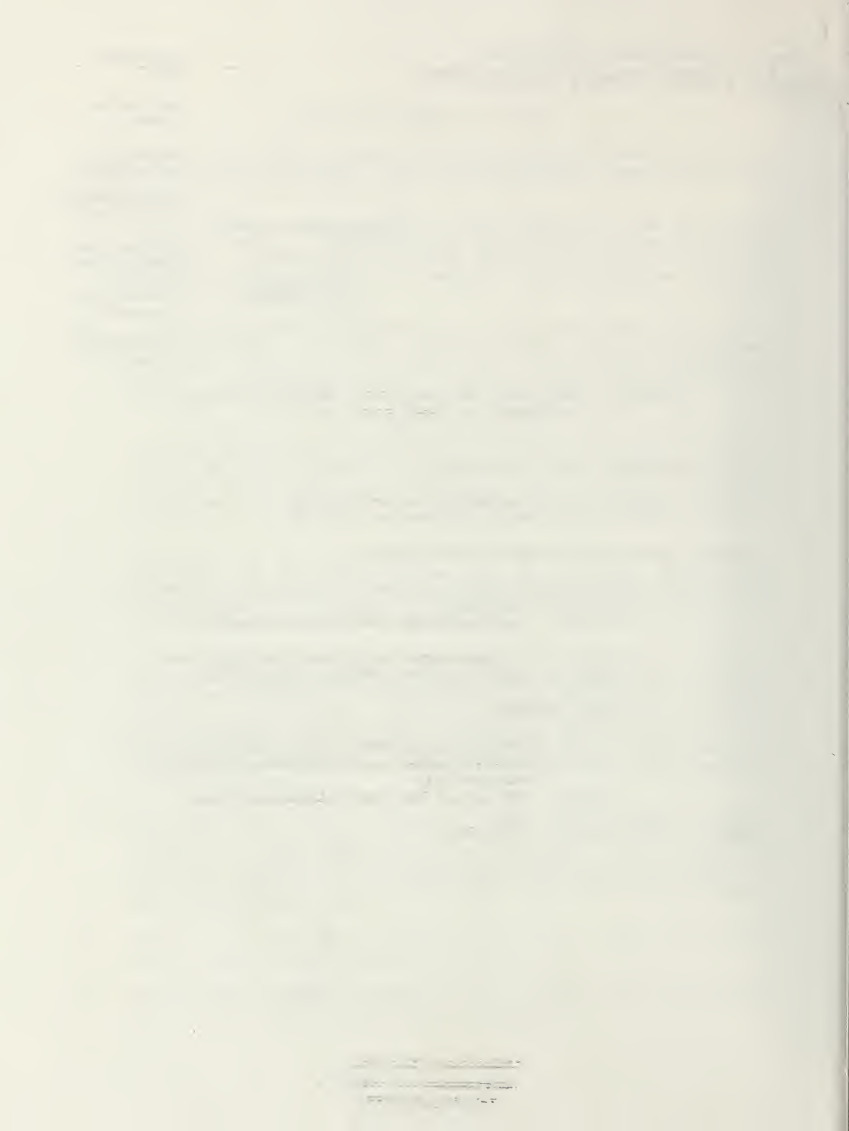
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SAN FRANCISCO  
PUBLIC LIBRARY

PLANNING COMMITTEE, SAN FRANCISCO PUBLIC LIBRARY  
OCTOBER 13, 1993 MINUTES

- I. Meeting called to order at 3:33 PM.
- II. Present: Commissioner Coulter and Gee  
Commissioner Casey arrived at 3:39 PM
- III. Items Considered by Committee:
- A. Discussion of the Library Compact and Memorandums of Understanding.  
**Action: Continued For Further Discussion**
  - B. Update and discussion on Commission By-laws.  
**Action: Continued For Further Discussion**
  - C. Other reports
    - 1. Discussion of identifying affinity groups and developing a continuous working relationship  
**Action: Continued For Further Discussion**
- IV. Adjournment: 4:55 PM.





City and County of San Francisco  
**Public Library Commission**

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*Commissioners*

KENNETH E. DOWLIN  
*City Librarian*

NOTICE OF MEETING

A meeting of the Planning Committee of the San Francisco Public Library Commission will be held as follows:

**DATE:** Wednesday, November 17, 1993

**TIME:** 3:30 PM

**PLACE:** Lurie Room, Main Library

**Chair:** Commissioner Coulter

**MEMBERS:** Commissioner Casey and Gee

**AGENDA:**

1. Resolution authorizing the San Francisco Public Library to provide adequate space in the New Main Library for the acceptance of books from the Shanghai Sister City Library Collection:  
Commissioner Coulter
2. Continued discussion of Library affinity groups:  
Commissioner Coulter
3. Review of Commission By-Laws draft revision "D":  
Commissioner Gee
4. Other reports

11/9/93:dm

## ACCESSIBLE MEETING POLICY

To ensure the participation of the disabled public in all commission public meetings, the following seven items concerning accessibility will be available.

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 557-4433 (TDD) or 557-4434 (Voice) at least 72 hours prior to meeting. Late requests will be honored if possible.
2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 557-4433 (TDD) or 557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.
3. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling a 557-4433 (TDD) or 557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800-735-2929 (TDD) or 1-800-735-2922 (Voice).
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# SAN FRANCISCO PUBLIC LIBRARY COMMISSION BYLAWS

Proposed Amendments - October/November 1993

Third Draft ByLaws

Library Planning Committee

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**Note: San Francisco Public Commission Past Bylaws**

- Exhibit A - Amended April 3, 1990 (Drafter:Unknown)
- Exhibit B - Revised-Draft 1: May 26, 1993  
(Drafted by J. Moll, City Attorneys's Office)
- Exhibit C - Revised-Draft 2: September 23, 1993 (Drafted by SFPL Commissioner  
Virginia C. Gee, First Vice President)
- Exhibit D - Revised-Draft 3: October/November, 1993  
(Drafted by Library Planning Committee)



**SAN FRANCISCO PUBLIC LIBRARY  
COMMISSION BYLAWS**

Proposed Amendments - October 13, 1993

Third draft by  
Planning Committee

- DRAFT 3 -

ARTICLE I - Identification

Section 1: Name

The San Francisco Public Library Commission

Section 2: Office

The San Francisco Public Library system is comprised of the Main located in the Civic Center, San Francisco, CA 94102 and 26 branch Libraries located throughout the City and County of San Francisco.

Section 3: Authority, Statutory Requirements, other Laws and Policies.

- (a) San Francisco Charter, Section 3.560 (City Charter)
- (b) Oath of Office
- (c) Statement of Economic Interests Filing  
[Political Reform Act, Government Code §87300 et seq.]
- (d) Conflict of Interest/Code of Ethics
- (e) Ralph M. Brown Act (open public meeting law)
- (f) Public Records Act (Revised)
- (g) Notice of Out of State Travel
- (h) San Francisco's Sunshine Ordinance (effective December 16, 1993)

ARTICLE II - MISSION STATEMENT

The San Francisco Public Library system is dedicated to free and equal access to information, knowledge, independent learning, and the joys of reading for our diverse community.

ARTICLE III - Library Commission

Section 1: Number

Seven [(7)] (10) Library Commissioners are appointed by and serves at the pleasure of the Mayor. [San Francisco Charter §3.560] (Commissioner Swig: requested change)

Section 2: Term of Appointment

Commissioners serve staggered terms of four years. In some instances, members are appointed to serve out the remainder of an unexpired term. Commissioners may be reappointed for successive terms or a new member can be appointed at the pleasure of the Mayor.

Section 3: Compensation

Commissioners shall serve without compensation.

Section 4: Oath of Public Office

Acceptance of the Oath of Public Office constitutes the Commissioner's sworn responsibility to public trust. Members are required to serve well and to faithfully discharge their duties and responsibilities diligently and consistent to the laws.

Section 5: Function

The Library Commission oversees the management of the Library Department through the City Librarian and staff. The Commission is responsible for establishing (policy) for the San Francisco Public Library System, which consists of the Main Library and 26 branch Libraries. *The Commission shall also be responsible for evaluating the performance of the City Librarian and making that performance known to the City Librarian and City officials.*

(word definition questioned by Landis Whistler) (City Attorney will review) (Commissioner Rosenberg: additional language)

Section 6: Excused Absences

Prior notification of absence from Commission and Committee meetings constitutes and excused absence. *Any absence excused or otherwise in excess of 2 regular consecutive Library Commission meetings and/or Library Committee meetings, excluding illness, shall be cause for the Commission President to recommend to the Mayor replacement of Commissioner.*

(Commissioner Rosenberg)

Section 7: Absence from the State

If any member of the Commission plans to be absent from the State of California for any length of time, Commissioners must first obtain permission from the Mayor and Board of Supervisors through the library Commission Secretary/Assistant to the City Librarian to obtain a leave of absence.

ARTICLE IV - Officers

Section 1: Officers

The Officers of the Commission are a President, a First Vice President [[and a Second Vice-President]]. (Commissioner Rosenberg)

Section 2: Term of Office

The term of each office is one year.

Section 3: President

The President shall preside at all meetings of the Commission and is an ex-officio non-voting member of all standing committees except the Nomination Committee. The presiding officer in cooperation with the City Librarian prepares the agenda for all meetings. The President is accountable to the Commission as a whole in setting policy and shall also perform such other duties as may be assigned by the Commission. The President (or designee) serves as ex officio member to the San Francisco Arts Council and other/department/agency committee as requested. *The President shall ensure that the City Librarian's and the Library Commission Secretary's personnel evaluations are accomplished on an annual basis in January and February.* (Commissioner Casey)

At the end of the fiscal year the President along with the City Librarian shall submit [[a written annual report to the members summarizing the activities and accomplishments of the Commission during the term of office.]] (Commissioner Coulter: questioned the need, Communication's Librarian produces)

In the absence of the President, the First Vice-President shall act, and in the absence of both, then the Second Vice President shall act. *The Vice-Presidents shall perform such other duties as may be delegated by the President and those assignments traditionally incumbent of the office.* (Commissioner Coulter)

[[Section 4: First Vice President

The First Vice President shall perform the duties of the President during the President's absence or disability; perform such other duties as may be delegated by the President and those assignments traditionally incumbent of the office.]] (Need to better define role and scope of responsibilities) (Commissioner Coulter: consolidate under President)

[[Section 5: Second Vice President

In the absence of both the President and the First Vice-President, the Second Vice President shall act; also perform such other duties as may be delegated by the President and those assignments traditionally incumbent of the office.]] (Needs to better define role and scope of responsibilities)  
(Commissioner Rosenberg: delete) (Commissioner Coulter: consolidate under President)

ARTICLE V - Commission Staff

Section 1: City Librarian

The City Librarian shall have the duties and powers which are set forth in Section 3.561 of the Charter of the City and County of San Francisco. As the Executive Director of the Department, the City Librarian or a designee, shall attend all meetings of the Commission and is also required to report to the Commission on all matters which concern the operation of the Department and which may call for its attention.

If members of the Commission want to change Departmental (operations) in any way, that must do so by a vote of the Commission. [San Francisco Charter §3.500.]  
(Mr. Whilster: word definition requested compared to the word "policy")

Section 2: Commission Secretary

The Secretary shall attend all meetings of the Commission and has the overall responsibility and custodian of the records, minutes, and correspondence. Provides administrative *[[services]] support* to the Commission and is responsible for carrying out assignments in consultation with the President and the City Librarian. *Shall serve as parliamentarian, maintain knowledge of the Brown Act and the Sunshine Ordinance.* (Commissioner Coulter: additional statement and Commissioner Swig: word change)

The Library Commission Secretary is responsible for the proper recording of all Commission action and correspondence. Prepares, files and distributes all Commission minutes and agendas. Carries out all special projects assigned by the Commission and (represents) the Commission at neighborhood/public meetings as necessary.

Source: SFPL Preliminary Budget Document (2-18-92)  
(Commissioner Swig: questioned word usage)

- DRAFT 3-

[[Section 3: Assistant to the City Librarian

The Assistant reports directly to the City Librarian and attends all meetings of the Commission. Provides administrative and support service to the Library Commission. Responsibility for the proper recording of all commission minutes and agendas. Coordinates all relevant activities with the City Librarian, President, Commissioners and Commission Secretary. Serve as a staff to all standing committees and assures compliance with the Ralph M. Brown Act [Government Code §54950 et seq.]]  
(Commissioner Coulter: staff position, delete)

ARTICLE VI - Committees

Section 1: Committee Chairs

The President shall appoint Commissioners to serve as Committee Chair for a period of one year.

Section 2: Committee Meetings

Committees will meet at the call of their Chairs, or as deemed necessary by a majority of their membership. All meetings must comply with public notice requirements. *The majority of work of the Library Commission will be accomplished in Committee meetings were most of the debate will take place.* (Commissioner Coulter)

Section 3: Committee Quorum

A majority of the members of a committee is a quorum.

Section 4: Standing Committees

There shall be the three (3) standing committees - Finance; Planning; and Building and Facilities. Each having at least three (3) Commissioners, with each expressly authorized by and responsible to the Commission.

Section 5: Finance and Operations Committee

Oversight responsibilities of the budget, planning and process, for evaluating fines and fees, and making recommendations to the Commission for the financial well being of the library programs. Activities include:

- (a) *adopting* a creating a proposed budget [[that includes an estimate of the necessary funds for the operation of the complete library system in 1996, including the attainment of goals and objectives as adopted by the Commission]]
- [[ (b) providing Commission liaison with the Friends of the SFPL and other support groups for community support for library funding]]
- (c) reviewing the annual program of service and budget [[as presented by the library administration and recommending action to the full Commission]]
- (d) providing direction in service reductions in the event that the annual projected budget will not support the level of service currently provided or desired
- (e) reviewing all supplemental appropriation requests, and making recommendations to the full Commission
- (f) reviewing all grants and gifts, (over \$5,000.) [[ and making recommendations to the full Commission concerning their acceptance or rejection]]
- [[ (h) ]]
- (g) investigating other sources of revenue, [[such as fees for specific services or for convenience of access]] and considering other budget and financial issues as requested by the Library Administration and the Library Commission.*
- (h) planning for future capital construction projects in conjunction with library staff and the Planning Department of San Francisco*

Source: draft prepared by Kenneth E. Dowlin, City Librarian  
(2-26-93) & (revised 10-13-93)

Section 6: Planning and Policy Committee - Program and Collections  
(Commissioner Swig: additions)

Charged with general review of goals and objectives for the library and providing a public forum for the consideration of policies affecting the public. Activities may include:

- (a) review of the vision statement, strategic goals and short term objectives of the library
- (b) maintenance of the bylaws and procedures of the Commission and the definitions of the responsibilities of Commissioners
- (c) [[a forum for determining needs for future facilities]]  
(Commissioner Swig: move under Building/Facilities)
- (d) [[planning for future capital construction projects in conjunction with library staff and the Planning Department for San Francisco]] (Commissioner Swig: move under Finance)  
(Commissioner Coulter: both sections c & d)
- (e) support for efforts to create or locate funds for future capital projects such as local or state bond issues
- (f) review of the Collection Development Policy
- (g) present and monitor an Intellectual Freedom and Access to Information policy providing for a public forum*  
(Commissioners Coulter & Rosenberg: taken from page 8, (b))



(g) implementation and maintenance of policies relative to the use of library facilities by the public

These policies include, but are not limited to: 1) use of meeting rooms in the library facilities 2) hours of service at library facilities 3) rules related to the behavior of persons in library facilities.

Source: draft prepared by Kenneth E. Dowlin, City Librarian (2-26-93)

#### Section 7: Building and Facilities Committee

Shall have general oversight for the library's construction and renovation projects for library facilities. This charge shall include:

(a) a public forum for the discussion of the construction of the new Main Library and branch renovation program currently underway *and for the maintenance of building repair and safety.*

(Commissioner Rosenberg added language & Commissioner Swig stated this section could be expanded)

(b) information to the Commission to keep them up-dated on the progress of the projects

[[c) priorities to the full Commission for the scheduling of future programs that have been funded]](?)

*(d) a forum for determining needs for future facilities*

Source: draft prepared by Kenneth E. Dowlin, City Librarian

(2-26-93) (Commissioners Coulter & Gee: Standing Committee or Ad-Hoc?) (Commissioner Swig: questioned meaning) (Ms. Parikh suggested place under Planning)

#### Section 8: Nomination Committee

At the December meeting of the Library Commission, the President of the Commission shall appoint a Nomination Committee consisting of one member who is an officer other than the President, and two members who are not officers.

The function of the Committee is to submit nominations for the ensuing year officers (President, First Vice President and Second Vice President). The Nomination Committee shall present their recommendations at the January meeting and shall also accept other nominations from the (Commission) at the same meeting. (Commissioner Rosenberg: clarify word)

#### Section 9: Ad-Hoc and Other Committees

(Commissioner Casey: suggested additional language in title)

(a) [[Personnel Committee]

Operate annually in January and February to provide the vehicle to complete the annual evaluation for the City Librarian and the Secretary for the Library Commission pursuant to the requirements of the Civil Service Commission.]] (Commissioner Casey: place under President's duties) (Commissioners Coulter & Rosenberg suggested removal of section) Source: draft prepared by Kenneth E. Dowlin, City Librarian (2-26-93)

-DRAFT 3-

(b) [[Intellectual Freedom Committee

The purpose is to present to the full Commission a policy on Intellectual Freedom and Access to Information of the library and to monitor its implementation. In addition, this committee will provide a public forum and oversight for the Intellectual Freedom challenges and discussions.]] (Commissioners Coulter & Rosenberg: suggested place under Planning a committee)(Commissioner Swig questioned as separate Committee)

Source: draft prepared by Kenneth E. Dowlin, City Librarian (2-26-93)

(c) Other Ad Hoc Committees as needed

It shall act on areas specifically delegated to it by the President with consent by the Commission.(?) (Commissioner Rosenberg: questioned sections necessity)

ARTICLE VII - Meetings

Section 1: Open Meetings - the California Ralph M. Brown Act

The "Brown Act" states that all meetings of public boards "shall be open to the public," and must conduct their business in public. All persons shall be permitted to attend and monitor all meetings of deliberative bodies, including study sessions and other informal conferences. The purpose is to promote an informed citizenry. [[A member of the public can attend a meeting with out having to register or give other information as a condition of attendance. No meeting or function may be conducted where racial or other discrimination is practiced.]] [Government Code §54950 et seq.] (Commissioner Rosenberg: stated site the Government Code only) (Planning Committee: requested City Attorney's opinion on should this be included in bylaws)

Section 2: San Francisco "Sunshine Ordinance (effective 12-16-93)

Government's duty is to serve the public, reaching its decisions in full view of the public. The commissions exist to conduct the people's business and this ordinance assures that their deliberations are conducted before the people and that City operations are open to the people's review.(?)

Source: [Chapter 66 of the San Francisco Administrative Code] (Commissioner Rosenberg: questioned sections necessity)



Section 3: Quorum

At all meetings of the full Commission, the presence of a majority of the members shall constitute a quorum for all purposes. The act of the majority of the members present at all meetings at which there is a quorum shall be the act of the full membership.

Section 4: Public Input

It is the intent of the Commission to encourage all interested persons to express their views (oral and /or written) at Commission meetings and to ~~[[limit public participation only when necessary.]]~~ *allow public participation as is legal and appropriate.* (Commissioner Rosenberg) *In addition, at the close of every meeting, all members of the public have an opportunity for comment on matters within the subject matter jurisdiction of the Commission and within the purview of the Commission.* (Commissioner Coulter: from Exhibit B, page 3, Public Comment)

Section 5: Meeting Minutes

Minutes must be taken of every regular, ~~Committee~~ and special Commission meeting. Each Commission must review and approve by majority vote the minutes of all meetings. (Commission Swig)

Section 6: Regular Meetings

Regular meetings shall be held on the first Tuesday of each month in the Lurie room, Main Library, unless appropriate notice is given of a change of meeting date and/or location.

Section 7: Closed Sessions

Formally called executive sessions are ~~[[severely]]~~ limited. The closed sessions are generally restricted to confidential matters ~~[[affecting personnel and litigation issues]]~~. ~~[[The City Attorney's Office shall be consulted and present depending on the applicability of the individual case. Action taken in closed sessions is reported out at the next open meeting, or at the same meeting if the public body reconvenes.]]~~  
(Commissioners Swig & Rosenberg)

Section 8: Annual Meetings

It is the first regular meeting held in January of each year. At the Annual Meeting, the Commission shall elect a President, a First Vice President and a Second Vice President.

Section 9: Special Meetings

The President of the Commission may call special meetings to address specific matters. It requires at least 72 hours prior (written) notice, agenda, supporting documents and materials must reach each Commissioner with the purpose, specific, date, time and location of the special meeting. No business can be considered or transacted other than that specifically designated in the notice calling for the special meeting. [San Francisco Charter §3.500.] (Commissioner Swig: can a call be made in lieu of writing?)

Section 10: Seriatim Meetings

The process of consulting individually by telephone or through an intermediary where the members of the commission are "polled" to obtain their approval for action is prohibited under the Brown Act.

Section 11: Informal Sessions

To assure compliance with the "Brown Act" and "Sunshine Ordinance" obtain advice in advance from the City Attorney's Office.

ARTICLE VIII - Public Notice and Public Records

Section 1: Public Notice of Meetings

The 1986 Brown Act amendments require public notice to be posted. Public notices, agendas, supporting documents and materials must be prepared in advance of regular, special and closed session meetings. All public meeting notices must also comply with the City's Accessible Meeting Policy and the "Sunshine Ordinance". [San Francisco Administrative Code §16.5]

Section 2: Posting of Notice

Public notices and agendas must be posted in the main branch of the San Francisco Public Library at least 72 hours before all regular meetings. Notice of special meetings, including the time and business to be transacted, must be posted in the main branch of the Public Library at least 24 hours before the meeting.

- DRAFT 3 -

If the location of the special meeting is different from the regular meeting place, notice of the special meeting shall be given at least 30 days prior to the meeting. All public meeting notices must comply with the City's Accessible Meeting Policy. [Administrative Code §16.5]

Section 3: Public Records

Documents on file with the Commission Secretary and/or the Assistant to the City Librarian, when intended for distribution to all, or a majority of all, of the members of the Commission in connection with a matter anticipated for discussion or consideration at a public meeting shall be made available to the public. However, this disclosure need not include any material exempt from public disclosure under Government Code Sections 6253.5, 6254, or 625.47. [Sunshine Ordinance: Chapter 66 of the San Francisco Administrative Code]

ARTICLE IX - Agenda Requirements

Section 1: Agenda Preparation

The agenda is prepared through the joint effort of the President, the City Librarian *and the Commission Secretary*. [[Advance consultation, coordination and respect for the Commission's legal responsibility to adhere to the "Brown Act" and the "Sunshine Ordinance" must be observed. Individuals wishing to place items on the agenda must consult with the presiding officer.]] (Commissioner Coulter)

[[Section 2: Consent Calendar

A consent Calendar is the portion of the printed agenda which lists routine matters that are expected to be non controversial and on which there are no questions.

There will be no separate discussion on a Consent Calendar item unless a request is made by a Commission member or the public in which event the matter shall be removed from the Consent Calendar and considered as a separate item.]] (Place under operating procedures) *Anyone wishing to add to the Commission agenda shall work through the office of the Library Commission Secretary.* (Commissioner Coulter)

- DRAFT 3 -

ARTICLE X - Voting

Section 1: Voting

Requires that each member present at a meeting of such board or commission, when a question is put, shall vote for or against it *[[unless excused by a vote of the Commission.]] or abstain there from.* (City Attorney opinion requested)

[[Section 2: Abstention

To avoid any conflict of interest, Commissioners must refrain from participating in discussion of any portion of the plan, or any contract, or sub grant, or other matters which would financially benefit themselves or their organization. Therefore, they must abstain from voting.]] (Commissioners Casey & Coulter)

Section 3: Voting by Proxy

Voting by proxy is prohibited. *[[; any Commissioner who is absent after having been duly notified of a meeting shall be considered as having tacit approval to the decisions reached at said meeting.]]* (Commissioner Coulter)

ARTICLE XI - Parliamentary Procedures

Except where the Charter or other rules provide to contrary, the Commission meetings shall be governed by the rules contained in Robert's Rules of Order (Newly Revised)/Standard Code of Parliamentary Procedure in all cases to which they are applicable.

ARTICLE XII - Standards of Conduct

Section 1: Code of Ethics

In accepting the Oath of Office, Commissioners shall maintain the highest standards of professional and personal conduct. Support the mission, goals and objectives of the San Francisco Public Library; instill in the public a sense of confidence about Commissioners conduct and intentions; to uphold all laws and regulations; refrain from using their official positions, to secure special privilege, gain or benefit for themselves.

- DRAFT 3 -

Section 2: [[Political Reform Act

Commissioners are required to upon taking office, each year while holding office, and upon leaving office, file a Personal Economic Interest Statements in compliance with the California Political Reform Act. [Government Code §87300 et seq.]]  
(Commissioner Rosenberg) *Commissioners shall comply with filing the Economic Interest Statements which are available in the office of the Library Commission Secretary.* (Commissioner Coulter)

ARTICLE X111 - Bylaw Amendments

[[These Bylaws shall be reviewed annually and changed only if necessary. They may be amended at any regular meeting of the Commission by a majority vote of those present, provided such proposed amendment is circulated in writing at least ten (10) days prior to such meeting. Unless otherwise specified all such amendments shall become effective on the date of the vote.]]  
(Commissioner Rosenberg)

Amended September/October -----, 1993

Amended October/November -----, 1993

Note:

San Francisco Public Library Commission Bylaws

Exhibit A - Amended April 3, 1990 (drafter:unknown)

Exhibit B - Revised-draft 1: May 26, 1993

(drafted by Julia Moll, City Attorney's Office)

Exhibit C - Revised-draft 2: September 23, 1993

(draft by Commissioner Virginia C. Gee, First Vice President, SFPL Commission)

Exhibit D - Revised-draft 3: Planning Committee October 13, 1993

dm





City and County of San Francisco  
**Public Library Commission**

FRANK M. JORDAN  
*Mayor*

JAMES P. HERLIHY  
*President*

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*1st Vice President*

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ROSELYNE C. SWIG  
*Commissioners*

KENNETH E. DOWLIN  
*City Librarian*

DOCUMENTS DEPT.

DEC 8 - 1993

SAN FRANCISCO  
PUBLIC LIBRARY

PLANNING COMMITTEE, SAN FRANCISCO PUBLIC LIBRARY  
NOVEMBER 17, 1993 MINUTES

- I. Meeting called to order at 3:40 PM.
- II. Present: Commissioner Coulter, Casey and Gee
- III. Items Considered by Committee:
- A. Resolution authorizing the San Francisco Public Library to provide adequate space in the New Main Library for the acceptance of books from the Shanghai Sister City Library Collection  
**Action: Second version of Resolution recommended for approval**
  - B. Continued discussion of Library affinity groups  
**Action: Tabled for future meeting**
  - C. Review of Commission Bylaws draft revision "D"  
**Action: Bylaws revision "D" finalized for recommendation of Commission approval**
  - D. Other reports  
**None**
- IV. Adjournment: 5:54 PM.

11/18/93:dm

THE UNIVERSITY OF CHICAGO  
LIBRARY  
1207 EAST 58TH STREET  
CHICAGO, ILL. 60637  
TEL. 773-936-5000  
FAX 773-936-5001  
WWW.CHICAGO.EDU  
WWW.CHICAGO.LIBRARY.EDU

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DOCUMENTS DEPT.

DEC 20 1993

SAN FRANCISCO  
PUBLIC LIBRARY

NOTICE OF MEETING

A meeting of the **Planning Committee** of the San Francisco Public Library Commission will be held as follows:

**DATE:** Wednesday, December 22, 1993

**TIME:** 3:30 PM

**PLACE:** Lurie Room, Main Library

**Chair:** Commissioner Coulter

**MEMBERS:** Commissioner Casey and Gee

**AGENDA:**

1. Discussion of Friends of the San Francisco Public Library ballot initiative: Jane Winslow, Executive Director Friends of SFPL
2. Input from Library staff on affinity groups: Kenneth Dowlin, City Librarian
3. Discussion of the next step on the Five Year Plan: Kenneth Dowlin
4. Other reports

12/16/93:dm

## ACCESSIBLE MEETING POLICY

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4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 292-2022 at least 72 hours in advance of need.
5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.
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7. There is accessible parking available at 355 McAlister, Civic Center Plaza Garage. Call 863-1537.
8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available.



City and County of San Francisco  
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DOCUMENTS DEPT.

JAN 13 1994

SAN FRANCISCO  
PUBLIC LIBRARY

NOTICE OF MEETING

A meeting of the **Planning Committee** of the San Francisco Public Library Commission will be held as follows:

**DATE:** Wednesday, January 19, 1994

**TIME:** 3:30 PM

**PLACE:** Lurie Room, Main Library

**Chair:** Commissioner Coulter

**MEMBERS:** Commissioner Casey and Gee

**AGENDA:**

1. Report on Partnerships for Change: Neel Parikh,  
Chief of Branches
2. Discussion of moving the 5-year plan forward and  
adding public input and specificity:  
Kenneth Dowlin, City Librarian
3. Discussion of "Library Compact" concept:  
Commissioner Steven Coulter
4. Other reports

1/11/94:dm

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DOCUMENTS DEPT.

FEB 11 1994

SAN FRANCISCO  
PUBLIC LIBRARY

**PLANNING COMMITTEE, SAN FRANCISCO PUBLIC LIBRARY  
JANUARY 19, 1994 MINUTES**

- I. Meeting called to order at 3:35 PM.
- II. Present: Commissioner Coulter, Casey and Gee
- III. Items Considered by Committee:
- A. Report on Partnership for Change  
**Action: Discussed, no action taken**
  - B. Discussion of moving the 5-year plan forward and adding public input and specificity  
**Action: Library staff requested to continue discussion**
  - C. Discussion of "Library Compact" concept  
**Action: Continued discussion**
  - D. Other reports  
**None**
- IV. Adjournment: 5:42 PM.

1/31/94:dm

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DOCUMENTS DEPT.

FEB 11 1994

SAN FRANCISCO  
PUBLIC LIBRARY

DONNA MILLER CASEY  
STEVEN A. COULTER  
MARK A. ORSI  
BARBARA C. ROSENBERG  
ROSELYNE C. SWIG  
*Commissioners*

KENNETH E. DOWLIN  
*City Librarian*

**NOTICE OF MEETING**

A meeting of the **Planning Committee** of the San Francisco Public Library Commission will be held as follows:

**DATE:** Wednesday, February 16, 1994

**TIME:** 3:30 PM

**PLACE:** Lurie Room, Main Library

**Chair:** Commissioner Coulter

**MEMBER:** Commissioner Gee

**AGENDA:**

1. Coordinate tentative schedule and agenda for six Commission town meetings: Commissioner Coulter, Marcia Schneider, Community Relation Librarian and Neel Parikh, Chief of Branches
2. Continued discussion of moving the 5-year plan forward and adding public input and specificity: Kenneth Dowlin, City Librarian
3. Continued discussion of "Library Compact" concept: Commissioner Steven Coulter
4. Other reports

2/10/94:dm



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APR 18 1994

SAN FRANCISCO  
PUBLIC LIBRARY

NOTICE OF MEETING

A meeting of the **Planning Committee** of the San Francisco Public Library Commission will be held as follows:

**DATE:** Wednesday, April 20, 1994  
**TIME:** 3:00 PM  
**PLACE:** Lurie Room, Main Library  
**Chair:** Commissioner Karen Crommie  
**MEMBER:** Commissioners Jebe and Streets  
**AGENDA:**

1. Discussion and possible recommendation of name change of Merced Branch Library: Kenneth Dowlin
2. Briefing on Community Resource Network Project: Ed McBride, Coordinator of Automation Services
3. Discussion and possible recommendation to revise Commission Bylaws to include an article allowing for bylaw suspension in conjunction with election of officer(s) mid year: Commissioner Crommie
4. Discussion and possible recommendation to provide on-line listings of Civil Service jobs and exams to public library branches accessible over the telephone through PC modems: Kenneth E. Dowlin, City Librarian

4/13/94:dm

## ACCESSIBLE MEETING POLICY

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MAY 5 1994

SAN FRANCISCO  
PUBLIC LIBRARY

**SAN FRANCISCO PUBLIC LIBRARY  
PLANNING COMMITTEE MINUTES, April 20, 1994**

- I. Meeting called to order at 4:02 PM
- II. Present: Commissioners Crommie and Jebe  
Excused: Commissioner Streets
- III. Items Considered by Committee:
  - A. Discussion and possible recommendation of name change of Merced Branch Library

Kenneth Dowlin, City Librarian, stated that neighborhood identification followed by any honorific name has historically determined a branch name and that the original land grant refers to Merced.

Public Comment

Natalie Rokusek, member the Board of Directors of the Lakeside property owners Association, stated that the Lakeside community has supported the Library since 1956 and request that the branch be renamed Lakeside Branch Library.

Bill Schneider, Lakeside resident, commented that over 90% of Lakeside community residences are owner occupied and that over 75% of the Library Branches in San Francisco are name for their neighborhoods.

Marsuall Sanders, Board member of Lakeside Property owners Association, commented that he supports the name Lakeside Branch Library.

Catherine Sanders, Lakeside resident, remarked that the community effort to rename Merced Branch Library to Lakeside is a worthy cause.

John (Jack) Coll, retired librarian, spoke in opposition to the name change. He stated that if the objective to rename is for location identification that Stonestown was more representative of the area.

George Overlander, Lakeside resident, concurred with supporters of the Lakeside name.

D. Jeane Overlander, Lakeside resident, expressed her support for the name change to Lakeside Branch and commented that Stonestown is a commercial area.

James Chan, Lakeside resident, stated that he supported the name change to Lakeside.

Henry Ortiz, Lakeside resident, indicated that Lakeside residents are very supportive of the Library and encouraged the name change to Lakeside.

Mr. McDermitt, Lakeside resident, stated that to change the name to Lakeside Branch represented neighborhood pride.

Commissioner Crommie expressed a desire to hear from other neighborhoods that utilize the Merced Branch Library and Commissioner Jebe concurred.

Commissioner Jebe stated support for the idea of naming the branch after the neighborhood.

Mr. Coll suggested naming the branch Lake Merced.

Bill Schneider stated that Lake Merced does not denote any particular neighborhood.

**ACTION:** Postpone decision - Post a public meeting notice for 30 days announcing a Planning Committee meeting at the Merced Branch Library to further discuss the suggestion to change the name Merced Branch Library to Lakeside Branch Library.

- B. Discussion and possible recommendation to revise Commission Bylaws to include an article allowing for bylaw suspension in conjunction with election of officer(s) mid year.

Commissioner Crommie distributed a draft of Article VI - Committees, Section 8: Nomination Committee of the Commission Bylaws.

**ACTION:** Recommended for approval (Attachment)

- C. Discussion and possible recommendation to provide on-line listings of Civil Service jobs and exams to public library branches accessible over the telephone through PC modems.

**ACTION:** Recommended for approval for future implementation

- D. Briefing on Community Resource Network Project.

Mr. Dowlin briefed the Commission on the project.

In response to Commissioner Crommie, Mr. Dowlin stated that 600 computers will be located throughout the library system and that the Friends of the San Francisco Library have committed to providing the same level of service in all the library branches.

Neel Parikh, Chief of Branches, stated that the Library will probably be the only vender of the information superhighway for those members of the public who cannot afford personal computers.

Roberto Esteves, Assistant Chief of Main, remarked that when the Public Health Network is functional there will be alternative access sites and community agencies participating.

In response to Mr. Benner, Commissioner Crommie stated that the Commission is committed to increasing library open hours for computer access.

IV. Adjourn: 3:59 PM

RESOLUTION #1677

Article VI - Committees

Section 8: Nomination Committee

At the December meeting of the Library Commission, the President of the Commission shall appoint a Nominating Committee consisting of two members.

The function of the Committee is to submit nominations for the ensuing year's officers (President and Vice President). The Nominating Committee shall present their recommendations at the January meeting and shall also accept other nominations from the Commission at the same meeting.

If either of the appointed officers leaves the Commission before the fulfillment of his/her term, the remaining officer will move to suspend the bylaw above, pertaining to the calendar month of appointment of the Nominating Committee, and immediately appoint a Nominating Committee which will present its recommendation at the regular Commission meeting following that in which their appointment is announced. The Nominating Committee will also accept other nominations from the Commission at the meeting in which they make their recommendation.

\* Bold = added language



DOCUMENTS DEPT.  
MAY 13 1994  
SAN FRANCISCO  
PUBLIC LIBRARY

NOTICE OF MEETING

A meeting of the **Planning Committee** of the San Francisco Public Library Commission will be held as follows:

**DATE:** Wednesday, May 18, 1994  
**TIME:** 3:00 PM  
**PLACE:** Lurie Room, Main Library  
**Chair:** Commissioner Karen Crommie  
**MEMBER:** Commissioners Walter G. Jebe, Sr. and Fran A. Streets  
**AGENDA:**

1. Discussion of possible contributing factors that cause increases in Branch Library circulation and discussion of ways to enhance circulation:  
Neel Parikh, Chief of Branches
2. Discussion of library public relations:  
Kenneth E. Dowlin, City Librarian
3. Discussion and possible recommendation on replacement of lost books:  
Commissioner Karen Crommie
4. Discussion and possible recommendation to change the regular Library Commission meeting time:  
Commissioner Karen Crommie
5. Discussion of security in Civic Center:  
Commissioner Walter Jebe, Sr.

5/11/94:dm



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MAY 26 1994

SAN FRANCISCO  
PUBLIC LIBRARY

**SAN FRANCISCO PUBLIC LIBRARY COMMISSION  
Planning Committee**

**Minutes for the Meeting of May 18, 1994**

- I. Call to order: 3:04 PM
- II. **Members present:** Commissioner Karen Crommie, Chair;  
and Commissioner Walter Jebe, Sr.; Commissioner  
Fran A. Streets arrived at 3:09 PM.
- III. **Items considered by Committee:**
1. Discussion of possible contributing factors that  
cause increases in Branch Library circulation and  
discussion of ways to enhance circulation

Neel Parikh, chief of branches, provided a handout titled "Increasing Circulation" which addressed issues of collection enhancements, service changes, and facilities/hours enhancements. (Attachment) Ms. Parikh described results of the successful circulation-augmentation project undertaken by the Queens Borough Public Library and emphasized service and materials based upon identified neighborhood need and population.

Commissioner Jebe recalled his participation in MagaBooks, a fund administered by Friends of the Public Library, which permits donors to give subscriptions and books to branch libraries; Commissioner Crommie expressed interest in MagaBooks outreach to community groups in the Haight. Commissioner Jebe noted that branch libraries with public-meeting rooms might seek to host meetings of their local merchants' associations in order to strengthen community ties.

In response to a question from Commissioner Streets regarding CD ROM tutorials and audiovisual aids to assist children with reading, Ms. Parikh stated that no branch libraries currently offer CD-format materials, but that acquiring this service is seen as a future priority; she noted,

however, that some branches do have audiocassette tapes of children's books.

Marti Kashuba, Bernal library patron, expressed the importance of providing service to library patrons of all ages.

In response to a question from Library Commissioner Norman Wechsler who sat in on the Planning Committee meeting, City Librarian Kenneth Dowlin stated that opening a new library building creates a substantial increase in patron visits, and that this increase can be leveraged by simultaneously providing new library materials.

## **2. Discussion of library public relations**

Mr. Dowlin advised the Committee that the library's community relations program has been substantially reduced over past years due to budget constraints. Marcia Schneider, community relations librarian, described her program's continuing efforts to provide the neighborhoods and various media with information regarding the library, and distributed a one-month index of news clippings regarding the San Francisco Public Library.

Commissioner Jebe acknowledged Ms. Schneider's contribution and expressed concern over misinformation the public at times received from the media, noting for example public concern over closed branch libraries when, in fact, no branches have been closed in recent years. Ms. Schneider suggested ways of public outreach through which Library Commissioners might correct misinformation.

The city librarian indicated an interest in the library eventually producing a publication, such as a journal.

Ms. Kashuba reemphasized the need for intergenerational materials and strengthened branch libraries.

## **3. Discussion and possible recommendation on replacement of lost books**

Commissioner Crommie expressed support for using funds from lost books to provide replacements. Commission Jebe moved to recommend to the Library Commission that the city librarian initiate legislation to create a special fund handled

through the Controller so that money received for lost materials will remain with the library, will not be charged against the library's general fund allocation, and that proceeds will be used to replace lost materials with identical or equivalent materials.

**ACTION:** Unanimously recommended to Commission for approval

**4. Discussion and possible recommendation to change the regular Library Commission meeting time**

Commissioner Streets moved to recommend that the regular meeting time for Commission meetings be changed to 5:30 PM.

**ACTION:** Unanimously recommended to Commission for approval

**5. Discussion of security in Civic Center**

By consensus, the Planning Committee postponed this item until its next meeting and will consider adjusting the Committee meeting time to ensure sufficient time for discussion.

**IV. Adjournment:** Commissioner Crommie adjourned the Planning Committee meeting of May 18, 1994, at 4:05 PM.

## INCREASING CIRCULATION

Based on research in professional publications, information from other libraries and past experience; the following are professionally accepted tactics for increasing library materials circulation in public libraries:

**Collection Enhancements.** Improvements or changes in the content and display library collection based on the needs and demands of the community it served. Collection enhancements must be based on careful analysis of neighborhood need and buying a collection targeted to the neighborhood. Examples include:

- ◊ Buying more new books
- ◊ Saturation buying of popular books, such as best sellers, media tie-ins, paperbacks, etc.
- ◊ Addition of materials in other languages where appropriate
- ◊ Addition of popular audio/visual materials, particularly videos and cassettes or CD's
- ◊ Utilizing merchandising display techniques. Providing shelving which allows for bookstore face-out display, including slanted or curved shelves, lighted marquis signage and rearrangement of the shelving to feature "hot" items
- ◊ Installation of theft detection systems protecting materials so that popular materials are not lost
- ◊ Changes in circulation rules: item limits and numbers of weeks an item may be checked out.

**Service Changes.** Changes or enhancements in the services offered, programming, community relations and outreach often have a major impact on the usage of the collection. Once again, services changes must be based on careful analysis of neighborhood need and buying a collection targeted to the neighborhood. Examples include:

- ◊ Outreach to community organizations and agencies informing them of library services and forming partnerships; this tactic is particularly important for assuring client and member referral to the library by these agencies

- ◊ Children's and teen services librarians outreach to schools and day care programs
- ◊ Special programming for children, families and adults
- ◊ Adding bilingual staffing and services as appropriate
- ◊ Improved public information.

**Facilities/Hours Enhancements.** Improvements to the library facility, the environment in and around the facility, addition of public parking and enhancements or adjustments of open hours often affect circulation. Examples are:

- ◊ Locating the library building in a heavily trafficked and public area of the community
- ◊ Opening a new library building; standard rule of thumb is that circulation doubles in a new building
- ◊ Improving the safety and comfort (cleanliness) for library users in and out of the building may help
- ◊ (Bookmobiles) moving to stops that have higher use potential
- ◊ Open hours adjusted to meet the needs of the neighborhood residents
- ◊ Increases in open hours (although the converse is not true here....decreases in open hours have not resulted in decreases in circulation).

## BRANCH 1993/4 CIRCULATION INCREASES

Below is a summary of the reasons we have identified for the high increases noted on the last statistical report:

### Causes

#### Collection Changes:

- Overall improvements in the collection to meet neighborhood needs
- Added Chinese materials
- Added Books-on-Tape
- Added a totally new collection
- Added spanish books
- Donations enhance collection
- Addition of a teen's section
- Improved internal arrangement to feature parts of the collection

#### Outreach Activity

- Heavy and increased class visiting
- Special outreach to youth at risk
- Meeting and developing working relations with neighborhood groups
- Volunteers handing out flyers to individuals the day before each visit

#### Special Programming

- African American History Month Programs
- Other programs to attract clients
- Special teen programming
- Addition of Chinese speaking staff

#### Other

- Additional Saturday open hours
- Re-evaluation of effectiveness of stops, weeding out small ones, adding new ones
- Improve safety at branch entrance

### Branch

- Ocean View  
North Beach  
Bayview  
Library on Wheels
- North Beach  
Library on Wheels
- North Beach  
Library on Wheels
- Library on wheels
- North Beach
- Visitacion Valley
- North Beach

- Portola  
Bayview  
Bayview
- North Beach  
Ocean View  
Visitacion Valley  
Bayview
- Library on Wheels

- Portola  
Ocean View  
Bayview
- North Beach  
Ocean View
- Visitacion Valley
- North Beach

- North Beach  
Visitacion Valley
- Library on Wheels
- Ocean View

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### SF Chronicle

A New Library Board, But Same Old Problems, 3/16/94

### SF Weekly

Hype, Lies & Libraries, 3/9/1994

## COMMISSION - LETTERS TO THE EDITOR

### SF Chronicle

Library Priorities, 3/14/94

### SF Examiner

City Budget Process, 3/9/94

Firing the Library Commission Was

Shooting the Messenger, 3/11/94

Library Commissioners and The City's Political Process, 3/21/94

### SF Weekly

Let Me Be Frank, 3/23/94

## COMMISSION - OP-ED

### SF Examiner

Loyalty Oaths For the San Francisco Library Board, 3/11/94

### SF Independent

Empty Promises Do Not Keep Libraries Open, 3/15/94

### DOWLIN, KEN

#### Microtimes

Kenneth Dowlin, Director, SFPL, 1/5/94

## EUREKA VALLEY - HARVEY MILK MEMORIAL BRANCH - PROPOSED PARKING GARAGE

### Bay Area Reporter

Lifeless Center, 3/24/94

### GEE, THOMAS

#### Asian Week

Thomas Gee Named Library Commissioner, 3/18/94

## INTERNATIONAL LANGUAGES COLLECTIONS

### Asian Week

S.F. Library Opens International Language Collection to Serve Immigrants And Scholars, 2/4/94

S.F. Main Opens International Language Section, 2/11/94

## LOS ANGELES PUBLIC LIBRARY - ELECTRONIC HIGH SCHOOL CAMPUS

### Los Angeles Times

Central Library Seeks To Host High-Tech Magnet School, 3/26/94

## MAIN CAMPAIGN - AFRICAN AMERICAN CENTER

### SF Metro Reporter

Beaux Arts Frolic a Smash, 3/13/94

### Sun Reporter

Beaux Arts Frolic, 2/16/94

Beaux Arts Frolic a Smash, 3/9/94

Benefit For African American Center at New Main Library, 3/2/94

## MAIN CAMPAIGN - CHINESE CENTER

### Asian Week

Bay Area Merry-Go-Round, 2/4/94

## MISSION BRANCH - TEMPORARY SITE

### New Mission News

Library Stays Open, 2/94

## MITSUBISHI BANK DONATION

### Nichi Bei Times

Mitsubishi Bank, Ltd. Donates \$50,000 to New Main Library, 2/16/94

## NATIONAL LIBRARY WEEK

### Marina Times

National Library Week April 17-23, 4/94

## NATIONAL LIBRARY WEEK PROGRAMS

### SF Independent

Good Showings, by Anita Katz: Project Reading, 4/19/94

## NORTH BEACH BRANCH - BIBLIOGRAPHY

### The Semaphore

Looking For Work In All The Right Places, by Gardner Haskell, 3/94

## PARKSIDE BRANCH

### SF Chronicle

Library Patrons Loyal to Their Branch, 3/12/94

## POTRERO BRANCH

### Potrero View

Library News by, Toba Singer 4/94

## POTRERO BRANCH - ARTISTS' EXHIBITION

### Potrero View

39th Artists' Show To Open in April at Hill Library, 3/94

## POTRERO BRANCH - BUDGET

### Potrero View

What's Really in Store For Hill Branch Library? 03/94

## WESTERN ADDITION BRANCH - UNSUNG HERO AWARDS

### Sun Reporter

Unsung Heroes Honored At Western Addition Library, 3/9/94

These articles and others  
can be found in the  
Community Relations Department,  
(415) 557-4277



# Media Watch

A selection of current articles about libraries and the San Francisco Public Library

## ANZA BRANCH - CHILDREN'S PROGRAMS

*Richmond Review*

Telling Tales, 4/94

## BUDGET 94-95

*SF Chronicle*

Farley by Phil Frank, 3/19/94

*F Examiner*

Library Board Eyes Cuts, 4/5/94

Library Board Shelves Planned Cuts - For

Now, 4/20/94

Library Budget Gap Filled With Fines,

Fees, 4/6/94

*SF Independent*

Branches Changing to Reading Centers?

4/19/94

Library Use May Cost More, 4/15/94

*Sunset Beacon*

Parkside Library Threatened -

Budget Ax Looms Over City Libraries,

3/94

*World Journal*

3/18/94

## BUDGET 94-95 - EDITORIAL

*SF Examiner*

An Endangered Species: Libraries, 4/18/

94

Full Funding For The Library, 3/16/94

## BUDGET 94-95 - LETTERS TO THE EDITOR

*SF Independent*

Keep Branches Open, 4/5/94

Librarians Essential, 4/5/94

Library Agenda, 4/5/94

Volunteer Spirit, 4/5/94

## BUDGETS AND LIBRARIES

*Parade Magazine*

There's Always A Book - Or Is There?

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*SF Chronicle*

Are We Cutting Back Too Much On

Public Libraries? 4/6/94

## CHARTER AMENDMENT - JUNE 1994

*Marina Times*

Letters From the Editor, 4/94

*SF Business Times*

Open the Book on Library Funding

Alternatives, 4/22 - 28, 94

*SF Chronicle*

A Resignation, Not a 'Resignation',

3/27/94

Between The Lines, by Pat Holt: A Vote

of Confidence for Libraries, 4/17/94

*SF Independent*

Behind Jordan's Switch, by Pettit &

Wachob, 4/3/94

GOP Opposes Library Measure, by Pettit

& Wachob, 4/17/94

## CHINATOWN BRANCH CAMPAIGN

*International Daily News*

2/15/94

*Sing Tao Daily*

2/18/94

*World Journal*

2/18/94

## COMMISSION

*China Press*

2/26/94

3/16/94

*Chinese Times*

3/16/94

*International Daily News*

3/16/94

*Library Hotline*

Mayor Fires SF Library Board Over

Branch Closing Dispute, 3/7/94

*New Fillmore*

Six New Library Commissioners, 4/94

*Nichi Bei Times*

APDC Denounces Firing of Library

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## Richmond ReView

From Where I Sit, by Mayor Frank

Jordan, 4/94

Mayor Defends Matrix Plan, Firing

Library Commissioners, 4/94

*SF Bay Guardian*

Many Called, Few Answer, 3/16/94

*SF Chronicle*

A Second Chance for the Libraries,

3/20/94

Jordan to Announce New Library Board,

3/15/94

*SF Examiner*

The Insiders: Speaking Volumes, 4/14/94

New Library Panelist Not an S.F. Voter,

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New Library Panelists' Job To Be Tough,

3/15/94

Planners Defy Jordan on Hotel Usage,

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Residency Issues Dog Library Panelist,

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Tough Job Ahead For Library Commis-

sioners, 3/15/94

*SF Independent*

6 Commissioners Gain Support But

Library Budget a Problem, 3/18/94

Jordan Names New Commissioners,

3/15/94

Jordan's Split Support, by Pettit &

Wachob, 3/13/94

*San Mateo Times*

SF Mayor Fires Most Library

Commissioners, 2/25/94

*Sing Tao Daily*

2/25/94

2/26/94

3/16/94

*West of Twin Peaks Observer*

From Where I Sit, by Mayor Frank

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2/26/94

3/1/94

3/16/94





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JUN 10 1994

SAN FRANCISCO  
PUBLIC LIBRARY

**SAN FRANCISCO PUBLIC LIBRARY COMMISSION**  
**Planning Committee**

**Minutes for the Meeting of May 31, 1994**

- I. **Site:** The meeting was held at Merced Branch Library, 155 Wirston Drive.
- II. **Call to order:** 6:38 PM
- III. **Members present:** Commissioner Karen Crommie, Chair; Commissioner Norman Wechsler on behalf of Commissioner Walter Jebe, Sr. Commissioner Fran A. Streets was excused.
- IV. **Item considered by Committee:**

**A. Discussion and possible recommendation of suggested name change for Merced Branch Library**

Commissioner Crommie welcomed the public and library staff, and thanked Commissioner Wechsler who attended the meeting in place of Commissioner Jebe.

Kenneth Dowlin, city librarian, introduced Neel Parikh, chief of branch libraries, who presented a summary of branch names. Ms. Parikh reported that the library has 26 branches, and that 18 of the branch names correspond to planning district names specified by the City's Planning Department; she cited Bayview, Potrero, and Bernal branches as examples. Ms. Parikh noted the anomaly of Excelsior Branch which is outside of the designated boundaries of the Planning Department's Excelsior neighborhood and is located in the Outer Mission. She indicated that 2 branches--Anza and Ortega--are named for streets, and that Park Branch, located in the Haight Ashbury planning district, was apparently named for being next to a park. Ms. Parikh pointed out that Golden Gate Valley Branch is in a neighborhood most often referred to as Cow Hollow; that Portola Branch is in the Excelsior district; and that Merced Branch apparently derived its name, like Park Branch, from a

nearby geographic feature. Ms. Parikh explained that 3 branches had names attached to them: Bayview/Anna E. Waden Branch, Eureka Valley/Harvey Milk Branch, and Noe Valley/Sally Brunn Branch.

In response to Commissioner Crommie's invitation for public comment, Bill Schneider, member of the board of directors of the Lakeside Property Owners Association, recalled his letter to the Commission to initiate the name change from Merced Branch to Lakeside Branch. Mr. Schneider emphasized the relationship between the library and the neighborhood, and explained that Municipal Railway had designated the nearby transit platform "Stonestown/Lakeside."

Henry Ortiz, Lakeside resident, spoke in support of renaming the branch. Mr. Ortiz noted that the character of the Lakeside neighborhood had changed since 1958 when the branch library was constructed, and that residents sought recognition for their area.

The following individuals, who had signed to speak in support of the change of the branch library's name, passed because their views were reflected by the comments of Mr. Schneider and Mr. Ortiz: Anthony Pereira, Betty Clark, Elizabeth Gray, Natalie Rokusek, Evelyn Robertson, Anthony Fernandez, Ernest Dorschek, Walter Sullivan, Sudhir Puri, Marshall Sander, Michael Antonini, and Patricia Sullivan.

Chris Bakes, a Forest Hill resident, spoke in favor of the name change. Mr. Bakes indicated that existing traffic signage around Lakeside area's perimeter utilized the name.

Catherine Sander, who had signed to speak in favor of the change of name, thanked the members of the Public Library Commission for scheduling the Planning Committee meeting at the branch.

James Chan, Lakeside resident, spoke in favor of the change of name. Mr. Chan stated that he had lived in Lakeside neighborhood for 25 years and believed that renaming the branch would increase resident involvement and support.

A. Vanderoff, Lakeside resident, spoke in favor of the change of name. Mr. Vanderoff described the diversity of the Lakeside neighborhood and the contribution that the Property Owners Association had made to the area's quality of life.

Ann Anderson, Lake Merced Hill resident, spoke in opposition to the

change of name. Ms. Anderson expressed concern regarding the cost of changing the branch library's name and specifically cited the cost of re-stamping the book collection.

In response to a question from Commissioner Crommie regarding costs, Richard Walsh, library facilities manager, estimated the replacement of the two exterior signs to be \$1,200. Staff estimated that 35,000 books would need to be re-stamped.

Landis Whistler, chair of The Neighborhoods Together, spoke in opposition to the change of name. Mr. Whistler provided the Commissioners with the tracing of a map and summarized a history of the neighborhood name. He indicated that a variety of groups do not support the change of name and suggested that library staff perform a survey.

Natalie Rokusek, Lakeside resident and board member of the Home Owners Association, noted that the Library Commission Planning Committee's notice of meeting had been publicly posted for weeks and that no organized opposition was present. Ms. Rokusek indicated that Lakeside Property Owners Association members would be willing to volunteer to re-stamp the branch library's book collection.

Mr. Schneider, Lakeside Home Owners Association and the first speaker of the evening, supported Ms. Rokusek's statement and indicated that the association would be pleased to work with the library to ease the transition of the change of name.

In response to a comment from Mr. Whistler, Commissioner Crommie stated that the Commission's decision regarding the change of name would not be based upon number of people present at meetings, but upon the strength of the arguments.

In response to a question from Commissioner Crommie, the chief of branches estimated that 40,000 San Franciscans were served by Merced Branch, including individuals from Stonestown, Merced Heights, Lakeshore Park, Lake Merced Hill, and Country Club Acres.

Commissioner Wechsler expressed pleasure at the pride that Lakeside residents had in their neighborhood and thanked them for their support of the Public Library. He requested additional information regarding demographics and branch usage prior to making a decision regarding the change of name.

Commissioner Crommie indicated that Commission action renaming the branch would set a policy, and she expressed caution about the library being perceived as entering into the political discussions centering on names for the area's park and Muni stops.

Commissioner Wechsler moved that the decision to change the name of the Merced Branch Library be postponed until the November meeting of the Planning Committee in order to accumulate additional information, and Commissioner Crommie concurred.

**ACTION: Matter unanimously postponed until the November meeting of the Planning Committee**

Commissioner Crommie expressed appreciation to the public for their commitment to the library.

James Herlihy, president of the Public Library Commission, thanked the Committee members and public for their attendance, and encouraged neighborhood residents to continue their support of the branch. President Herlihy assured those present that the Commission would be responsive to community concerns and that a decision would be made before the end of the year.

Commissioner Wechsler added that the name change would be on the Planning Committee agenda in November, and their recommendation could be acted upon by the full Commission at its regular meeting scheduled for December 6, 1994.

- V. **Adjournment:** Commissioner Crommie adjourned the Planning Committee meeting of May 31, 1994, at 7:30 PM.



City and County of San Francisco  
**Public Library Commission**

FRANK M. JORDAN  
*Mayor*

JAMES P. HERLIHY  
*President*  
KAREN CROMMIE  
*Vice President*

THOMAS H. GEE, J.D.  
WALTER G. JEBE, SR.  
FRAN A. STREETS  
NORMAN V. WECHSLER  
JAN ZIVIC  
*Commissioners*

KENNETH E. DOWLIN  
*City Librarian*

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JUN 13 1994

SAN FRANCISCO  
PUBLIC LIBRARY

**NOTICE OF MEETING**

A meeting of the **Planning Committee** of the San Francisco Public Library Commission will be held as follows:

**DATE:** Wednesday, June 15, 1994

**TIME:** 4:00 PM

**PLACE:** Lurie Room, Main Library

**CHAIR:** Commissioner Karen Crommie

**MEMBERS:** Commissioners Walter G. Jebe, Sr. and Fran A. Streets

**AGENDA:**

1. Discussion of increasing security in Civic Center: Captain Richard Cairns and Captain Walter Cullop
2. Discussion and possible recommendation on criteria to change a Branch Library name: Kenneth Dowlin, City Librarian
3. Discussion and possible recommendation on implementation of Proposition E: Kenneth Dowlin
4. Report and possible recommendation on cost of staff for extended branch hours: Neel Parikh, Chief of Branches

6/8/94:dm  
Planning

Main Library, Civic Center  
San Francisco, CA 94102  
Tel. (415) 557-4233

## ACCESSIBLE MEETING POLICY

To ensure the participation of the disabled public in all commission public meetings, the following seven items concerning accessibility will be available.

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2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 557-4433 (TDD) or 557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.
3. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling a 557-4433 (TDD) or 557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800-735-2929 (TDD) or 1-800-735-2922 (Voice).
4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 292-2022 at least 72 hours in advance of need.
5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.
6. The meetings will be held at the San Francisco Public Library, first floor, in the Lurie room. The closest accessible BART station is Civic Center. The library is only two blocks from all MUNI lines on Market Street and Van Ness Avenues. For information about MUNI's accessible service call 923-6142.
7. There is accessible parking available at 355 McAlister, Civic Center Plaza Garage. Call 863-1537.
8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available.



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JUL 07 1994

SAN FRANCISCO  
PUBLIC LIBRARY

**SAN FRANCISCO PUBLIC LIBRARY COMMISSION**  
**Planning Committee**

**Minutes for the Meeting of June 15, 1994**

- I. Call to order: 4:05 PM
- II. Commissioners present: Karen Crommie, Chair; and Walter Jebe, Sr.  
Commissioner Fran A. Streets was excused.
- III. Items considered in Committee:

**A. Discussion of increasing security in Civic Center**

Commissioner Crommie welcomed Captain Walter Cullop, San Francisco Police Department Tenderloin Task Force, who provided recommendations for improving security for the new main library.

Captain Cullop's suggestions included:

- Providing low-sodium lighting on the exterior of the new main
- Selecting landscaping elements, such as shrubbery, which are appropriate
- Sprinkling lawns intermittently
- Using vertical-element fencing without stoops for fenced areas

Captain Cullop offered assistance from his staff in selecting security and safety options during the construction of the new main.

Kenneth Dowlin, city librarian, expressed gratitude for the assistance that the Public Library has received from Captain Cullop and described



security considerations that had gone into the design of the new main.

Neel Parikh, chief of branch libraries, related various vagrancy problems experienced at branches; in response to a request from Commissioner Jebe, Ms. Parikh agreed to provide a list briefly detailing security difficulties.

**B. Discussion and recommendation on criteria to change a branch library name**

At the request of Commissioner Crommie, the city librarian provided a draft of staff's recommendation for criteria. (Attachment)

Commissioner Jebe expressed concern regarding the proposal for the cost of changing a branch name being born by the parties desiring the change. He cited neighborhood involvement in changing the name of Noe Valley Branch to honor Sally Brunn. Commissioner Crommie suggested perhaps deleting that particular criterion.

Bill Schneider, San Francisco resident, spoke in support of a branch's geographic identifier preceding any honorific name and urged honorific names be kept to a minimum.

Marshall Sanders, a member of the public, exhibited three map overlays showing San Francisco area names and recounted the history of area designations. Mr. Sanders stated that the Lake Merced area was not part of the Spanish land grant.

James Chan, Lakeside resident, spoke in favor of naming branch libraries for the neighborhoods and changing the name of Merced Branch to Lakeside. In response to a question from Commissioner Crommie, Mr. Chan stated that he supported the criteria being considered by the committee.

Natalie Rokusek, a member of the public, expressed support for the criteria under consideration, with the exception of naming branch libraries after individuals. Ms. Rokusek spoke in favor of naming branches for neighborhoods and for changing the name of the Merced Branch.

Faun McInnis, Park Merced resident and special collections manager for the San Francisco Public Library, spoke in favor of maintaining the name of the Merced Branch Library.



In response to a question from Commissioner Jebe, Ms. Parikh reported that gardening at Merced Branch is provided by a volunteer since budget reductions have virtually eliminated all groundskeeping services throughout the library system.

In response to a question from Commissioner Jebe, Commissioner Crommie and the city librarian suggested deferring any policy on naming public-meeting rooms in branches until the policy for naming branches has been determined.

Commissioners Crommie and Jebe briefly discussed the sixth criterion listed on the handout, dealing with the cost of branch-name changes. Commissioner Jebe moved to recommend the six criteria as listed to the Commission for consideration at the July meeting.

**ACTION: Unanimously approved**

**C. Discussion and possible recommendation on implementation of Proposition E**

The city librarian suggested the Planning Committee consider a reexamination of the library's strategic goals and objectives. In response to a question from Commissioner Crommie, Mr. Dowlin questioned the value of the 60-hours-per-week service goal for branch libraries. He suggested 8-hour per day Monday-through-Saturday service at smaller branches, and 7-days per week service at resource branches and the Main Library. Hope Hayes, chief of the main library, agreed, adding that past experience indicated that open hours beyond those suggested yielded few patrons.

In response to a question from Commissioner Crommie, both the city librarian and chief of main anticipated that the library user survey would show preference for open hours equivalent to those of 1986-87.

Commissioner Crommie expressed a desire to see projections for 60-hours per-site service. She emphasized that having facilities open and operating at that level would have a marked impact on neighborhoods.

In response to a question from Commissioner Jebe, Ms. Parikh promised to provide a branch-by-branch history of open hours and use patterns in the branches.

**D. Report and possible recommendation on cost of staff for extended branch hours**

Ms Parikh discussed cost comparisons prepared during last year's discussion on a possible parcel tax for library funding. She noted a consensus among branch librarians supporting the efficiency of the library's 1986-87 open hours. Ms. Parikh recalled that resource branches were open three nights per week, although one of those nights did not show substantial usage. The resource branches' Sunday open hours, she reported, were bustling. The chief of branch libraries stated that in 1986 smaller branches were open one evening a week, and the four reading centers did not offer evening hours.

Ms. Parikh pointed out that adding hours beyond an eight hour per day, five day per week schedule increased costs significantly since it meant double shifting staff. She expressed support for seven days per week service at resource branches, six days per week at all sites, and upgrading some reading centers. This service plan, which Ms. Parikh estimated would have last year cost \$4.5-million, would provide 1,065 open hours per week. She cautioned that the figure for this plan would be higher now due to rises in fixed costs and salaries.

Commissioner Jebe inquired about the possibility of converting reading rooms into full branch libraries. Ms. Parikh responded that the physical sites of the reading rooms were too small to house full collections, but that it would be possible to provide a librarian and some additional library materials at each facility. She maintained that a continuing part of any service plan would be referral of some individuals to larger branches.

Noting that a substantial number of people use more than one branch library, the city librarian suggested staggering evening hours at branches throughout the City.

The chief of the main library stated that increasing the number of hours at the main would also represent a substantial amount of money; she pointed out that in addition to double shifting expenses would be increased need for security, maintenance, and stationary engineering services.

Jane Winslow, executive director of Friends of the Library, suggested meeting the 1,028 open hours minimum specified by Proposition E and using remaining resources to purchase books and library materials.

Commissioner Crommie explained that library open hours in the neighborhoods were the mandate of the proposition and that staffing patterns would set the precedent for the life of the charter amendment.

Ms. Hayes reported that past budget reductions have had a devastating effect on the main library's collections of periodicals and special collections.

Roberto Esteves, assistant chief of the Main Library, anticipated that library services would be more comprehensive in the new Main and suggested that budget planning include flexibility to cover those costs.

Ms. Parikh looked forward to restoring library service to the jails.

In response to a request from Commissioner Crommie, the chief librarians agreed to provide at the July Commission meeting budget projections both for the 60 hours of public service at each facility plan and the 1,065 open-hours plan.

In response to questions from Commissioners Crommie and Jebe, Ms. Parikh acknowledged that some branch libraries are not fully accessible to people with disabilities.

#### **IV. Adjournment**

Commissioner Jebe moved to adjourn.

**ACTION: Unanimously approved**

The June 15, 1994, meeting of the Planning Committee of the San Francisco Public Library Commission adjourned at 5:42 PM.

## **Planning Committee June 15, 1994**

### **Proposed Criteria for Changing the Name of a Branch Library**

The primary function of a library's name is to locate and identify it with the overall district it serves. If a change is proposed, it should comply with the following criteria:

- There should be clear evidence of a broad base of agreement on the need for a name change by the community served.
- The new name should reflect the spirit of the SFPL's mission of free and equal access to information for all.
- The new name may honor an individual or group that has made a significant contribution to the branch library, the SFPL system, the city of San Francisco or the nation.
- In all cases, the geographic identifier should precede any honorific name.
- The new name should avoid controversy and not carry the banner of a transitory cause, no matter how worthy, but rather, reflect the tradition and stability of the library as an institution.
- If all other criteria are met, the cost of the name-change, both in time and cash outlay, should be born, if possible, in part or in whole, by the parties desiring the change.



City and County of San Francisco  
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AUG 15 1994

SAN FRANCISCO  
PUBLIC LIBRARY

**NOTICE OF MEETING**

A meeting of the **Planning Committee** of the San Francisco  
Public Library Commission will be held as follows:

**DATE:** Wednesday, August 17, 1994

**TIME:** 4:00 PM

**PLACE:** Lurie Room, Main Library

**CHAIR:** Commissioner Karen Crommie

**MEMBERS:** Commissioners Walter G. Jebe, Sr. and Fran A. Streets

**AGENDA:**

1. Develop and take possible action on agenda for future Proposition E community hearings: Commissioner Crommie
2. Report on Library service to the San Francisco County Jail: Neel Parikh, Chief of Branches

8/8/94:dm  
Planning

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8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available.



City and County of San Francisco  
**Public Library Commission**

FRANK M. JORDAN  
*Mayor*

JAMES P. HERLIHY  
*President*  
KAREN CROMMIE  
*Vice President*

THOMAS H. GEE, J.D.  
WALTER G. JEBE, SR.  
FRAN A. STREETS  
NORMAN V. WECHSLER  
JAN ZIVIC  
*Commissioners*

KENNETH E. DOWLIN  
*City Librarian*

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SEP 19 1994

SAN FRANCISCO  
PUBLIC LIBRARY

**NOTICE OF MEETING**

A meeting of the **PLANNING COMMITTEE** of the San Francisco Public Library Commission will be held as follows:

**DATE:** September 21, 1994

**TIME:** 4:00 PM

**PLACE:** Lurie Room

**CHAIR:** Commissioner Karen Crommie

**MEMBERS:** Commissioners Fran Streets and Walter Jebe, Sr.

**AGENDA:**

1. Discussion and possible action to schedule some Commission meetings at Branch Resource Centers: Commissioner Crommie

9/13/94:dm

## ACCESSIBLE MEETING POLICY

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**Public Library Commission**

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*Vice President*

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OCT 11 1994

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*Commissioners*

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*City Librarian*

**SAN FRANCISCO PUBLIC LIBRARY COMMISSION**  
**Planning Committee**

**Minutes of the meeting of September 21, 1994**

The Planning Committee of the San Francisco Public Library Commission held a meeting on September 21, 1994, in the Lurie Room, Main Library.

**I. Call to order**

The meeting was called to order at 4:10 P.M.

Members present: Commissioner Karen Crommie, Chair  
Commissioner Walter G. Jebe, Sr.  
Member excused: Commissioner Fran A. Streets

**II. Item considered in committee**

Upon calling the meeting to order, Commissioner Crommie made a motion to recommend the approval of the following resolution:

Whereas, The Sunshine Ordinance grants greater public access to the decision making process of city government, and

Whereas, The San Francisco Public Library is an integral system with interdependent access points all over the city, and

Whereas, The Library Commission wants to be more available to library users throughout the City; now, therefore, be it

Resolved, That the Library staff review the feasibility of holding every other meeting of the San Francisco Public Library Commission in a branch library beginning in February, 1995. Alternating months would remain in the Lurie Room of the Main Library; the meeting time, irrespective of place, would remain on the first Tuesday of each month at 5:30 PM. Committee meetings would remain in the Lurie Room at their regular time.

Commissioner Crommie indicated that a draft of a tentative schedule had been prepared by Donna Marion.

Neel Parikh, Chief of Branches, presented a list of the branches that have meeting rooms and are wheelchair accessible. Ms. Parikh indicated that some of the Resource Branch meeting rooms are not wheelchair accessible, but that the Commission Meetings could be held in the Branch reading area. She recommended that the meetings be held at 6:30 PM to prevent interference with library services during regular open hours. Ms. Parikh also stated that the Resource Branch heads were in full support of the concept.

Kenneth Dowlin, City Librarian, suggested that until the implementation of Prop E is completed, there should be no changes in the meeting schedule.

The chair announced the meeting would adjourn, the Commission Secretary advised that the vote on the motion had not been taken, the meeting was resumed.

Commission Jebe moved to recommend the motion.

**ACTION:** Unanimously recommended for approval.

### **III. Adjournment**

Commission Crommie adjourned the September 21, 1994, meeting of the Planning Committee of the San Francisco Public Library Commission at 4:20 P.M.



City and County of San Francisco  
**Public Library Commission**

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OCT 17 1994

SAN FRANCISCO  
PUBLIC LIBRARY

~~NOTICE OF CANCELLED PLANNING COMMITTEE MEETING OF THE SAN  
FRANCISCO PUBLIC LIBRARY~~

The Planning Committee meeting of the San Francisco Public Library Commission on  
Wednesday, October 19, 1994, was cancelled.

10/13/94:dm





City and County of San Francisco  
**Public Library Commission**

FRANK M. JORDAN  
*Mayor*

JAMES P. HERLIHY  
*President*  
KAREN CROMMIE  
*Vice President*

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*Commissioners*

KENNETH E. DOWLIN  
*City Librarian*

**NOTICE OF MEETING**

A meeting of the **Planning Committee** of the San Francisco Public Library Commission will be held as follows:

**DATE:** Wednesday, November 16, 1994

**TIME:** 4:00 PM

**PLACE:** Lurie Room, Main Library

**CHAIR:** Commissioner Karen Crommie

**MEMBERS:** Commissioners Walter G. Jebe, Sr. and Fran A. Streets

**AGENDA:**

1. Discussion and possible recommendation on resolution proposing recommendations from the Joint Commission Hearing of October 14, 1994, on the Children Service Plan Fiscal Year 1995/96: Commissioner Crommie
2. Discussion and possible recommendation for setting policy for foreign language acquisitions: Nancy Musser, Chief of Technical Services
3. Briefing on the process of acquiring and processing non-English material and non-book format: Nancy Musser
4. Review of automated telephone response system at Branches: Ed McBride, Director of Support Services

Nov94:dm

Main Library, Civic Center  
San Francisco, CA 94102  
Tel. (415) 557-4233

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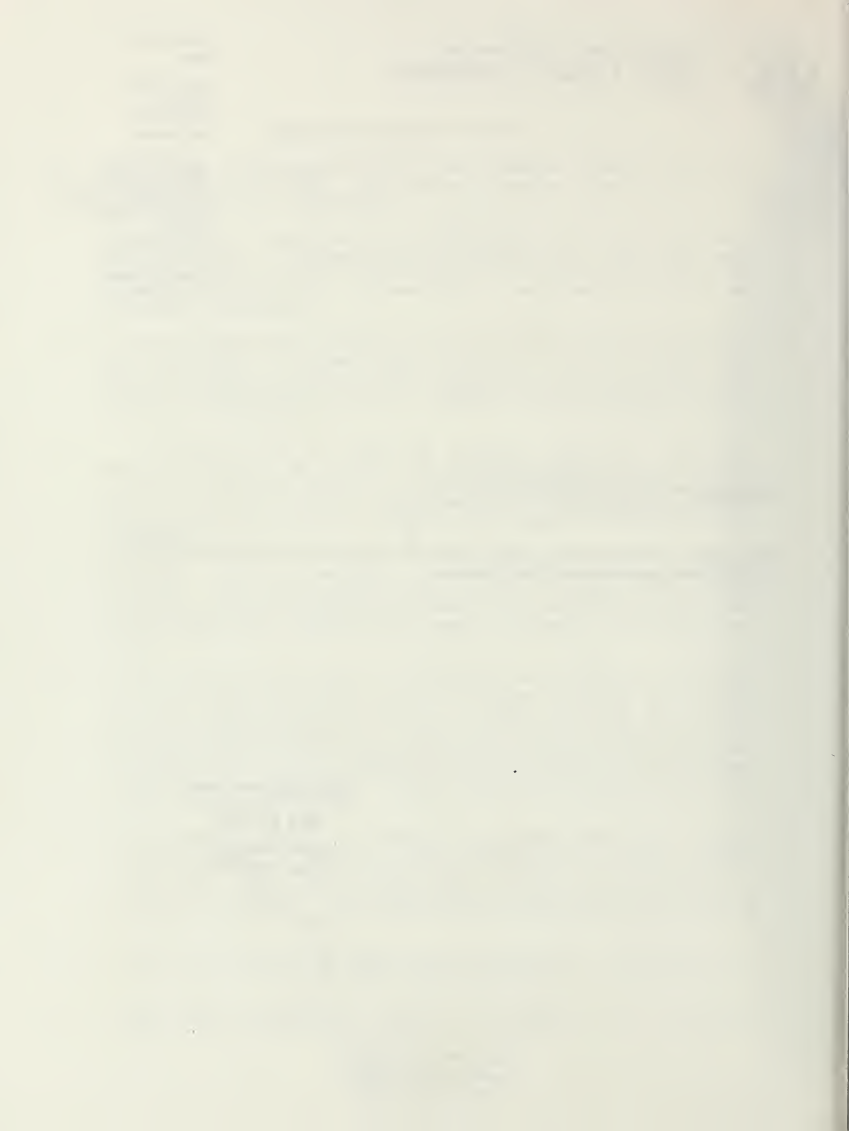
**NOTICE OF CANCELLED MEETING**

The meeting of the San Francisco Public Library Planning Committee meeting of November 16, 1994, was cancelled due to lack of quorum.

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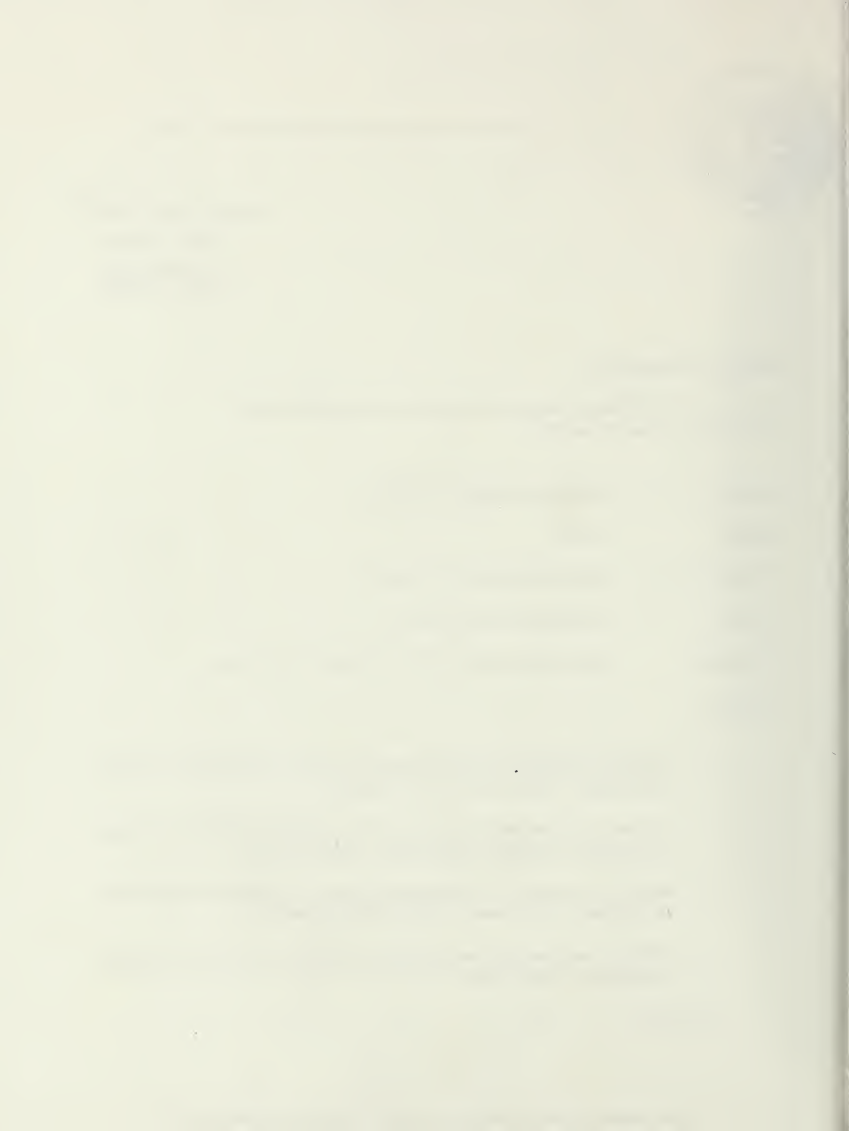
**NOTICE OF MEETING**

A meeting of the **Planning Committee** of the San Francisco Public Library Commission will be held as follows:

**DATE:** WEDNESDAY, January 18, 1995  
**TIME:** 4:00 PM  
**PLACE:** LURIE ROOM, MAIN LIBRARY  
**CHAIR:** Commissioner Karen Crommie  
**MEMBERS:** Commissioners Walter G. Jebe, Sr. and Fran A. Streets  
**AGENDA:**

1. Discussion and possible recommendation on scheduling "KIDS DAY" at the New Main Library: Kenneth Dowlin, City Librarian
2. Discussion and consideration of a program for agreements for resources to support San Francisco Foundation affinity groups: Kenneth Dowlin
3. Briefing on the process of acquiring and processing non-English material and non-book format: Nancy Musser, Chief of Technical Services
4. Discussion and possible recommendation for setting policy for foreign language acquisitions: Nancy Musser

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**SAN FRANCISCO PUBLIC LIBRARY COMMISSION  
PLANNING COMMITTEE**

The Planning Committee of the San Francisco Public Library Commission held a meeting on Wednesday, January 18, 1995, in the Lurie Room, Main Library.

Call to order 4:05 PM

Members present Commissioner Karen Crommie, Chair  
Commissioner Walter Jebe, Sr.

Excused Commissioner Fran Streets

**Items considered in committee**

A. Discussion and recommendation for scheduling "Kids Day" at the library

Kenneth Dowlin, City Librarian, described the Library Foundation's commitment to raise funds for the Children's Discovery Center in the new main library and noted that last year Kids Day was a successful foundation fundraiser held on a Sunday when the main library was closed. He reported that the foundation seeks to produce the event this year on March 12, 1995, which might require an adjustment of open hours because of the approved schedule for having the main library open on Sundays.

Sherry Thomas, Executive Director of the Library Foundation, stated that Kids Day last year raised \$500,000 for the capital campaign for the Children's Center; this year, she added, the event would seek to raise \$100,000 to fortify the collection of children's library materials. Ms. Thomas expressed gratitude to the benefactors who were underwriting the cost of the event. She anticipated that Kids Day would become an annual, citywide event when the new main is open and adequate space is available, but that this year Kids Day would remain a donor event.

In response to a question from Commissioner Crommie, Ms. Thomas explained that the event was planned to attract families with children younger than 10, and that last year 200 families had participated. She described a variety of children's activities being planned around a theme of "Kids all around the world."

Mr. Dowlin disclosed that it did not now appear that new staff would be in place by March 12 for the main library to be open to the public on Sundays. Hope Hayes, Chief of Main, noted that if the new schedule were implemented before March 12, Kids Day would require that the library open to the general public two hours late on that day. However, she agreed that it no longer appeared that Sunday open hours could be in place by March 12.

Commissioner Crommie expressed support both for Kids Day and for opening the library on Sundays as soon as possible. She suggested that the children's event and Sunday open hours be considered as separate items.

Commissioner Jebe recalled being turned away from an art exhibit at a local museum during a donor event and proposed that initiating Sunday hours at the main be postponed until March 19. The committee discussed the issue of whether to maintain Kids Day and Sunday hours as discrete items.

Ms. Hayes offered assurance that the main would increase evening hours as soon as possible and that the action proposed to the committee would not actually delay the advent of Sunday service hours. She explained the training that new staff would need to complete prior to Sunday service and reiterated her belief that the process could not be completed by March 12.

**MOTION:** Commission Jebe moved to recommend that Kids Day be approved for Sunday, March 12, 1995, at the main library.

**ACTION:** Unanimously recommended for approval

B. Discussion and consideration of a program for agreements for resources to support Library Foundation of San Francisco affinity groups

The City Librarian suggested that a variety of policy questions will arise from the activities of library affinity groups and welcomed Steven Coulter, former President of the Library Commission, who provided an overview of the development of affinity groups.

Mr. Coulter presented a series of overhead slides and recalled the issues that culminated in the Public Library's five-year plan, "A Community Vision." He described the possibility of the library performing fee-based research services for businesses and government. Mr. Coulter emphasized the need for libraries to provide information in a variety of formats, including electronic access. He voiced support for the library advocating intellectual freedom and anticipated the success of the various community, language, and history centers planned for the new main library.

Bill Hayes, Lesbian/Gay Center Fundraising Coordinator, described the importance of adding library staff to preserve rare materials and special collections. Mr. Coulter added that several potential grants and donations of special materials are dependent upon the library demonstrating sufficient technical expertise to maintain and preserve major archives.

In response to a question from Commissioner Crommie, Mr. Dowlin suggested that a print archivist and moving-image archivist be added to the library staff. He envisioned both archivists working with materials throughout the library system.

Ms. Thomas cited several examples of policy questions that confront the Commission. Mr. Dowlin offered to begin presenting draft policies to the Planning Committee, beginning at the next meeting with a list of areas where policy development may be needed, so that the committee could establish priorities.

Marjorie Stern, library advocate, acknowledged the invaluable assistance of Friends of the Library and noted that the Library Foundation and Friends are meeting to determine additional ways of cooperating with one another.

Commissioner Jebe expressed appreciation to Mr. Coulter for his presentation and requested paper copies of the slide presentation.

C. Briefing on the process of acquiring and processing non-English material

Nancy Musser, Chief of Technical Services, reported on differences between purchases of English and non-English library materials. She noted that since the library's contracted vendors do not carry extensive lists of non-English books, library staff purchase materials from Asian and Spanish language bookstores, which Technical Services subsequently catalogs and processes. Ms. Musser described activities of a catalog assistant who spends one-third time processing Japanese materials and the remainder Spanish. Ms. Musser explained that the department commits to processing a specific number of non-English items per month, which the branches select. The Chief of Technical Services observed as an example that the department promises to process 40 Japanese titles per month, although it averages 100. In addition, she indicated, branches could do preliminary processing themselves and circulate material, although it would not appear in the public catalog.

Commissioner Crommie recalled complaints at the library users' hearing at Western Addition Branch concerning length of time in processing Japanese materials, and Ms. Musser expressed confidence that within six months the additional positions approved for Technical Services would result in faster processing. She reported that cataloging non-print materials such as videotapes was usually contracted out, but that in instances where the vendor could not provide service in the language, delays would occur.

Rosalyn Koo, Friends of Chinatown Branch Library, stated that a number of individuals in the Chinese community were willing to donate high-quality Chinese language books. In response to a question from Commissioner Crommie, Ms. Musser explained that the library has gift plates that can be applied to the front of donated books specifying the donor. She explained that the library's gift policy provides for acceptance of books with the stipulation that if unsuitable for the collection they may be turned over to the Friends of the Library for the annual book sale.

Ms. Musser reported that the library is examining the possibility of contracting with an outside cataloging agency to process large collections which are donated. The City Librarian noted that the library received several hundred thousand pieces of sheet music with the Dorothy Starr collection, and that the size of the Wit and Humor collection was doubled by a recent acquisition of material. He advised the committee that the library does not have sufficient staff to index and process donated collections of this size.

In response to a question from Commissioner Jebe, Ms. Musser stated that the service being considered would entail shipping special materials to the contractor who would process and return them shelf-ready, with bibliographic information on tape to be loaded into the library's online catalog. She observed that contracting for processing is not necessarily less expensive than utilizing in-house staff and that she saw the two operations as complementary.

D. Discussion and possible recommendation for setting policy for foreign-language acquisitions

Ms. Musser reported that the Chief of Facilities Development's office has been working on a collection-development policy which is approaching a final draft. She identified population demographics and community need as primary factors in determining non-English acquisitions and noted the efforts of the library's Ethnic Materials Committee. Ms. Musser introduced several members of the committee who described the need for language diversity in library materials and service.

Anne Roughton, Director of Adult Materials Selection, described multilanguage/multicultural collections as integral to the purpose of the Public Library and cited census and library survey information on the multilanguage needs of San Francisco residents. She indicated the variety of uses for non-English materials, including maintaining cultural and linguistic ties, providing transitional material while learning English, as well as providing the opportunity for English speakers to study non-English languages.

Grace Ruth, Director of Children's Materials Selection, described the need to affirm the bilingual/bicultural experience of San Francisco's children and displayed several children's books in other languages. She emphasized the useful role of the library in

providing a bridge for children between the language in the home and English.

John Philbrook, Children's Room Librarian, pointed out that English is not spoken in one-third of San Francisco's homes. Mr. Philbrook welcomed Oue Huynh, a student and patron of the Children's Room, whom he had invited to attend.

Ms. Huynh explained that she had been in the United States for five years, and that her parents used the library to learn English. She encouraged the Public Library to provide materials in a variety of languages.

Elizabeth Cronbach, Manager of the International Languages Collection, described the popularity and demand for multilanguage library materials.

Steven Cady, Senior Librarian at Mission Branch, pointed out to the committee that one-third of Mission's collection and circulation are in Spanish. He described Spanish-language programs for children and staff's efforts to integrate the library into the community.

Elsie Wong, Manager of Chinatown Branch, recalled the development of the Chinese-language collection which resulted in dramatically increased branch-library usage, and she urged the Commission to support non-English acquisitions.

Ms. Hayes, Chief of Main, stressed that non-English readers, like English readers, enjoy a wide range of materials, and that a broad spectrum of materials should be the goal of non-English collection development. She emphasized that San Francisco's demographics require the library to provide special language collections and noted the importance of providing bilingual staff.

Toni Bernardi, Director of the Office of Children's Services, explained the use of children's books to introduce young people to the diversity the United States represents.

Mr. Philbrook reminded the committee that non-English educational materials permit students to advance academically in their own language while learning English and showed the commissioners an American history text written in Korean for 12-year olds.

Doris Tseng, library staff, stated that the language collections attract patrons to the library and permit outreach to large numbers of individuals whom the library could not otherwise serve.

Commissioner Crommie expressed gratitude for the presentation on non-English materials, and she adjourned the January 18, 1995, meeting of the Planning Committee of the San Francisco Public Library Commission at 6:05 PM.







City and County of San Francisco  
**Public Library Commission**

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WALTER G. JEBE, SR.  
*Vice President*

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SAN FRANCISCO  
PUBLIC LIBRARY

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FRAN A. STREETS  
NORMAN V. WECHSLER  
JAN ZIVIC  
*Commissioners*

KENNETH E. DOWLIN  
*City Librarian*

**NOTICE OF MEETING**

A meeting of the **Planning Committee** of the San Francisco Public Library Commission will be held as follows:

**DATE:** THURSDAY, February 16, 1995

**TIME:** 4:00 PM

**PLACE:** LURIE ROOM, MAIN LIBRARY

**CHAIR:** Commissioner Karen Crommie

**MEMBERS:** Commissioners Walter G. Jebe, Sr., and Fran A. Streets

**AGENDA:**

1. Status update of the two 1244 Senior Analyst positions designated for the Library in the Human Resources Department: Wendell Pryor, Human Resources Director
2. Review and possible action regarding automated telephone response system at Branches: Ed McBride, Director of Support Services
3. Discussion and request for recommendation of Resolution authorizing the City Librarian to redistribute books and other materials which do not have any resale value and are no longer needed by the San Francisco Public Library: Roberto Esteves, Assistant Chief of Main
4. Discussion and possible action to recommend consolidating Building and Facilities Committee with the Planning Committee: Commissioner Streets

5. Discussion of future Library projects and programs (priority list):  
Kenneth Dowlin, City Librarian
6. Discussion and possible recommendation of the proposed Collection Development Policy: Kenneth Dowlin
7. Discussion of relocation plan from the old Main Library to the New Main Library:  
Kenneth Dowlin
8. Library discussion to coordinate with The Library Foundation of San Francisco on  
opening day activities of the New Main Library: Kenneth Dowlin

2/13/95:dm

## **ACCESSIBLE MEETING POLICY SAN FRANCISCO PUBLIC LIBRARY**

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9. Commission meetings held at branch libraries will be accessible. For information regarding accessibility, please call the Public Library's Operations and Maintenance office at 415/557-4245.





City and County of San Francisco  
**Public Library Commission**

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MAR 1 1995

SAN FRANCISCO  
PUBLIC LIBRARY

**PLANNING COMMITTEE  
SAN FRANCISCO PUBLIC LIBRARY COMMISSION**

**Minutes of the meeting of Thursday, February 16, 1995**

The Planning Committee of the San Francisco Public Library Commission held a meeting on Thursday, February 16, 1995, in the Lurie Room, Main Library.

Call to order 4:02 PM

Members present Commissioner Karen Crommie, Chair  
Commissioner Walter Jebe, Sr.  
Commissioner Fran Streets

**Items considered in committee**

A. Update on two Personnel Analyst positions designated for the library

Ed McBride, Director of Support Services, reported that Wendell Pryor, Director of the Department of Human Resources (DHR), was in union negotiations and unable to accept the committee's invitation. Mr. McBride explained that the two DHR Personnel Analysts funded by the library to support implementation of Proposition E had been appointed and that the library's personnel requisitions had been approved by the Mayor's office. Mr. McBride recounted the approval of employee requests for reassignments and described interview panels scheduled to begin the next day. He anticipated that the first full-sized orientation class for new employees would commence March 13 and that the Main Library would be open to the public on Sunday, March 19.

In response to a question from Commissioner Streets, Mr. McBride stated that Matthew Smyth had been appointed as Chief Engineer for the New Main Library.

The committee welcomed Evelyn Hogan-Jackson, DHR Division Manager, who attended on behalf of Mr. Pryor. Ms. Hogan-Jackson announced that DHR analysts Karen Taylor and Carol Van Dyke had been assigned to the library and that work for the new classification for book shelver had been completed.

In response to a question from Commissioner Crommie, Ms. Hogan-Jackson noted that the library had committed to funding the two DHR analysts' positions for six months. Ellen Egbert, library patron, stated that the Commission minutes of August 16, 1994, recorded approval to fund the two salaries for six months at a total cost of \$54,000.

In response to a question from Marti Kashuba, Bernal resident, Ms. Hogan-Jackson described the voter-approved expanded-certification rule for Civil Service appointments.

Ms. Egbert inquired whether the library would have the branch service hours expanded by the beginning of April. Mr. McBride anticipated that he would be able to provide at the next Commission meeting a schedule for hiring staff and opening branches.

B. Telephone service report

Mr. McBride recalled concerns Commissioner Crommie had expressed regarding difficulties the public at times encounters in reaching branches by phone and avoiding voice mail. He reported that the library has received recommendations regarding telephone service at the branches and Main from the Department of Electricity and Telecommunications (DET) and has requested cost estimates of various options which are available.

He stated that one of DET's suggestions was for the library to offer one systemwide number and have operators transfer calls to branches. In addition, he described the capability the New Main Library phone system will have for establishing a telephone queue for the branches, similar to the system the library's Telephone Information Program uses, in which incoming calls are placed on hold and a recording explains that the calls will be answered in the order they were received. Mr. McBride pointed out that phone queues for the branches will be possible even if the library does not adopt a central phone number, although no change in existing service can be achieved until the opening of the New Main.

Commissioner Crommie emphasized the importance of assuring that people's phone calls are not lost or forwarded to voice mail without providing an alternative.

C. Recommendation of resolution authorizing redistribution of surplus books and library materials

Roberto Esteves, Assistant Chief of Main, explained that a variety of requests have been received for books that the library discards for being damaged or obsolete. He recalled that these materials were formerly given to Friends of the Library for sale, but that Friends received so many contributions from other sources that they no longer accepted library discards.

Mr. Esteves informed the committee of legal restrictions on the distribution of City-owned property and presented a resolution requesting permission from the Board of Supervisors for the Public Library to redistribute surplus books and materials to qualified applicants who meet specific criteria. He indicated that the resolution requires the applicants to assume all costs associated with processing and transportation.

In response to a question from Commissioner Jebe, the City Librarian affirmed that the materials involved essentially have no resale value and that the resolution requires that any sales of books or materials accrue to the City and County of San Francisco.

Ms. Kashuba described efforts of Bethany Methodist Church to obtain books for distribution to jail inmates. Commissioner Crommie encouraged groups that were interested in obtaining books to contact the City Librarian.

**MOTION:** Commissioner Streets moved to recommend approval of the resolution requesting permission from the Board of Supervisors for the Public Library to redistribute surplus books and materials to qualified applicants who meet specific criteria.

**ACTION:** Unanimously recommended

D. Possible consolidation of the Building and Facilities Committee with the Planning Committee

The suggestion for consolidating the committees was withdrawn.

E. Discussion of future library projects and programs

The City Librarian informed the committee that the Controller is now projecting that the library's baseline budget will increase next year by \$2-million, and that the Mayor's office has requested that the library amend its budget submission to include the cost of opening the New Main Library in 1996. Mr. Dowlin noted the shift from the previous budget assumption that the cost of opening the New Main would be covered in a supplemental budget request the library expected to submit in the fall.

In response to a question from the chair, Mr. Dowlin explained that the library will have a carryover of unspent funds from the current fiscal year, but that because of the method the Controller's office uses to certify carryovers, the unspent money will not be available until the 1996/97 budget.

The City Librarian indicated he would be presenting the Finance Committee at its next meeting a budget proposal to appropriate the baseline increase; he noted that since the

New Main will be in operation during four months of the fiscal year--from March through June--the baseline augmentation will be annualized and the appropriation request will be for one-third of the \$2-million increase.

In response to a question from Commissioner Streets, Mr. Dowlin stated that the amendment in budget will not affect the library's hiring of staff which is currently in progress.

Ms. Egbert expressed opposition to limiting the funding increase to opening the New Main Library and inquired about the library's budget reserve. The City Librarian responded that the Mayor's office anticipates that the reserve will be utilized during the next several years to ensure that the library system's service hours can be maintained.

Ms. Kashuba expressed concern about balance between the emphasis on the New Main Library and the needs of the branch system.

F. Discussion of the proposed collection development policy

Mr. Dowlin recalled the presentation at the previous committee meeting regarding the process for selecting library books, and provided copies of the collection development policy approved by the Library Commission in April 1993.

Hope Hayes, Chief of Main, explained that the library's collection development plan is based upon the evaluation of community need made at the branch-library level.

The Chief of Facilities Development reported that her office is working on updating the collection development plan. Ms. Page stated that the purchase of books and materials is guided by demographics, and that each branch library and collection component has a collection plan.

Commissioner Crommie expressed confidence that the Public Library is meeting community needs in the selection of books and materials.

G. Discussion of relocation plan from the current Main Library to the New Main

Commissioner Crommie agreed to Mr. Dowlin's offer to provide monthly reports regarding the move to the New Main and requested that the move appear as a regular item on the committee's agenda.

In response to an inquiry from the chair, Ms. Page stated that Carol Brown, a library consultant involved with the New Main project for the past four years, has been appointed to coordinate the move.



H. Discussion to coordinate with the Library Foundation opening day activities at the New Main

The City Librarian reported that the Library Foundation has formed a committee that includes library staff and Friends of the Library to plan the celebration in March 1996 for opening the New Main.

In response to a question from Commissioner Streets, Mr. Dowlin stated that the affinity groups were involved in planning the celebration. Commissioner Crommie noted that she had attended the first meeting of the gala committee and announced that the next meeting is planned for March 9, 1995, at the foundation.

On Commissioner Jebe's motion, the February 16, 1995, meeting of the Planning Committee of the San Francisco Public Library Commission was adjourned at 5:07 PM.

Copies of Commission handouts are available in the Secretary's office, 45 Hyde Street, San Francisco.

1. The first part of the paper is devoted to a general discussion of the problem.

2. In the second part, we consider the case of a single particle.

3. The third part is devoted to the case of a system of particles.

4. In the fourth part, we consider the case of a continuous medium.

5. The fifth part is devoted to the case of a system of continuous media.

6. In the sixth part, we consider the case of a single continuous medium.

7. The seventh part is devoted to the case of a system of continuous media.

8. In the eighth part, we consider the case of a single continuous medium.

9. The ninth part is devoted to the case of a system of continuous media.

10. In the tenth part, we consider the case of a single continuous medium.

11. The eleventh part is devoted to the case of a system of continuous media.

12. In the twelfth part, we consider the case of a single continuous medium.

13. The thirteenth part is devoted to the case of a system of continuous media.

14. In the fourteenth part, we consider the case of a single continuous medium.



City and County of San Francisco  
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*City Librarian*

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MAR 10 1995

SAN FRANCISCO  
PUBLIC LIBRARY

**NOTICE OF MEETING**

A meeting of the **Planning Committee** of the San Francisco Public Library Commission will be held as follows:

**DATE:** THURSDAY, March 16, 1995

**TIME:** 4:00 PM

**PLACE:** LURIE ROOM, MAIN LIBRARY

**CHAIR:** Commissioner Karen Crommie

**MEMBERS:** Commissioners Walter G. Jebe, Sr., and Fran A. Streets

**AGENDA:**

1. Report specifying Library Branches and dates selected for beginning extended service hours: Marcia Schneider, Acting Chief of Branches and Ed McBride, Director of Support Services
2. Recommendation on receiving monthly report from consultant hired by the San Francisco Library Foundation to oversee transition to New Main Library: Commissioner Crommie
3. Report on move to New Main Library: Carol Brown, Library Planning Consultant
4. Update on the San Francisco Library Foundation opening day activities at New Main: Commissioner Crommie
5. Recommend resolution for approval requesting Board of Supervisors to amend Section 10.11-2, Chapter 10, Article 1, San Francisco Administrative Code, by authorizing the Library Commission to accept credit cards or automatic teller machine cards ("ATM") for the payment of fees and charges: Kenneth Dowlin, City Librarian

Main Library, Civic Center  
San Francisco, CA 94102  
Tel. (415) 557-4233

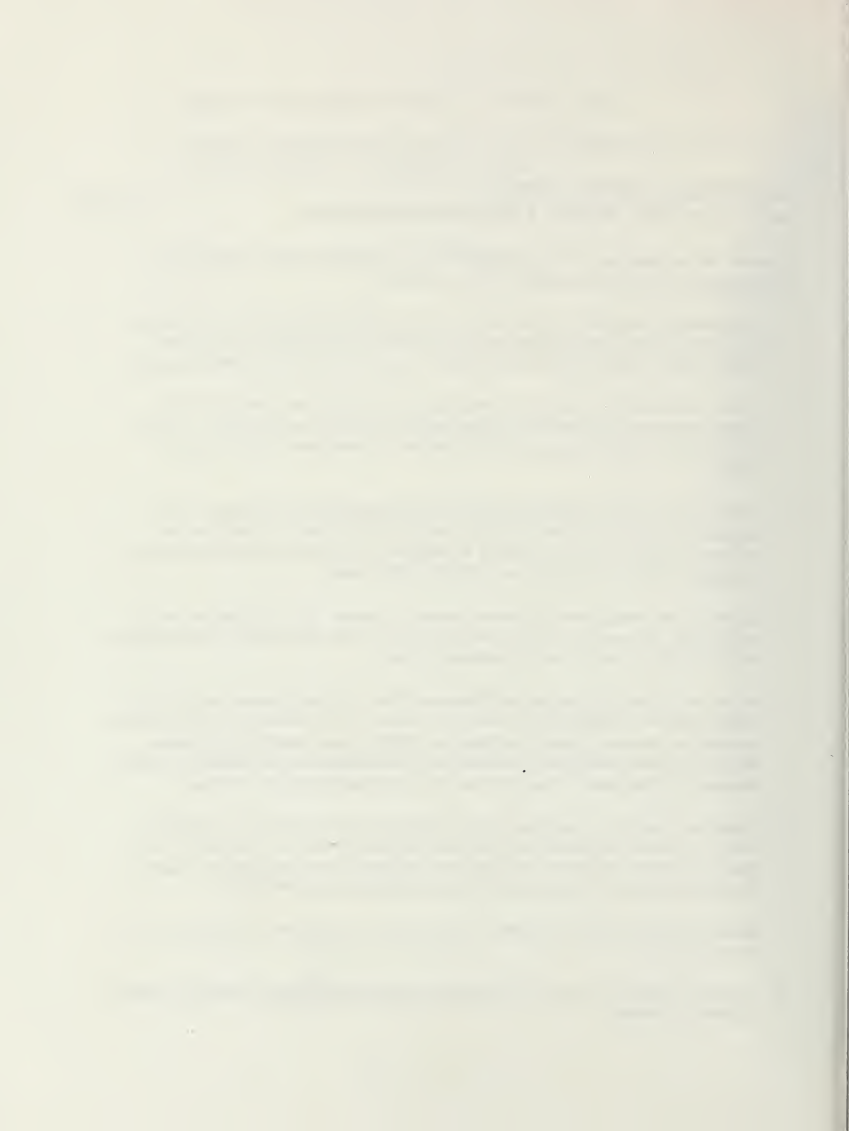
6. Report on implementation of Proposition E: Kenneth Dowlin
7. Discussion and possible action to amend Library Commission bylaws relevant to the election of officers: Commissioner Crommie

3/9/95:dm

## **ACCESSIBLE MEETING POLICY SAN FRANCISCO PUBLIC LIBRARY COMMISSION**

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MAR 24 1995

SAN FRANCISCO  
PUBLIC LIBRARY

**PLANNING COMMITTEE**  
**SAN FRANCISCO PUBLIC LIBRARY COMMISSION**  
**Minutes of the meeting of Thursday, March 16, 1995**

The Planning Committee of the San Francisco Public Library Commission held a meeting on Thursday, March 16, 1995, in the Lurie Room, Main Library.

Call to order: 4:15 PM

Members present: Commissioner Karen Crommie, Chair  
Commissioner Walter Jebe, Sr.

Excused: Commissioner Fran Streets

**Items considered in committee:**

- A. Ed McBride, Director of Support Services, provided an update on recruitment of staff. He informed the committee that 167 individuals have been appointed to positions and that 44 positions remain to be filled. Mr. McBride verified that the Main Library would be open to the public on Sunday, March 19.

In response to a question from the chair, Mr. McBride estimated that 100 of the 167 library jobs that have been filled are full time and that the majority of vacancies that exist are entry-level positions at the Main Library.

In response to a request from Commissioner Wechsler who was in attendance, Mr. McBride agreed to provide the City Librarian with a written report describing obstacles the library encountered in expanding staff. The commissioner noted that the library will add a number of positions when the New Main opens and that it would be helpful to explore potential improvements in the appointment process.

Mr. McBride responded to questions from Landis Whistler, library patron, regarding numbers of personnel requisitions the library has received and the funding sources of those positions.

Marcia Schneider, Acting Chief of Branches, reported that the branch system currently has 21 unfilled entry-level librarian positions and that staff is reviewing the Civil Service list to identify appropriate candidates for appointment. Ms. Schneider indicated that most branches are now approaching staffing levels needed to institute expanded service hours. She announced that Bernal Branch Library will expand its hours next week, and she anticipated Noe Valley Branch would expand its hours the following week. Ms. Schneider pointed out that the library was encountering some difficulty filling some specialized positions, including those designated as bilingual and parttime.

The Acting Chief of Branches observed that although a number of individuals declined the library's offer of employment, the outreach efforts that were made have been successful and the Public Library's new employees represent significant resources of skill and expertise.

Ms. Schneider stated that the library system will expand hours on a branch-by-branch basis, with the majority of branches moving to their new schedules during the second and third weeks of April.

In response to a question from Commissioner Crommie, Ms. Schneider indicated that the Neighborhood Council and Friends of the Library have been preparing an extensive public-notice effort to inform the neighborhoods of the branches' new hours.

In response to a question from Commissioner Wechsler, Ms. Schneider explained that some branches may face delay in enhancing their hours due to difficulty in filling specialized positions, but most will be operating on their new schedules by the end of the third week of April.

Kenneth Dowlin, City Librarian, described difficulties in the appointment process, and Commissioner Crommie expressed preference for ensuring that individuals selected for appointment are fully qualified, even if it delays fully staffing some branches.

In response to a question from Commissioner Jebe, Ms. Schneider stated that the small neighborhood libraries will be managed by Librarians II, and that the significant increase in total branch hours is dependent upon filling a number of parttime, entry-level positions.

Ellen Egbert, library patron, commended the plan for staffing branches individually instead of by cluster. She agreed that flexibility must be maintained in the hiring schedule to ensure the appointment of qualified staff who meet the needs of the branches and community.

In response to questions from Mr. Whistler, Mr. McBride provided additional



information regarding library personnel requisitions, including the Equal Employment Opportunity review, and pointed out that the proposed orientation for new employees has been curtailed in order to expedite staffing.

In response to concern expressed by the chair, Mr. McBride assured the committee that new hires will eventually receive full orientation, but that the training will be deferred except for what is necessary to become familiar with the library's online system and catalog.

- B. **MOTION:** Commissioner Crommie, in the absence of Commissioner Streets, moved that the committee recommend to the Commission that it receive a monthly report from the consultant to be hired by the Library Foundation of San Francisco to develop the schedule and process for moving into, and implementing operations of, the New Main Library.

In response to a question from Commissioner Wechsler, the City Librarian anticipated that selection of the consultant would be completed within one week.

In response to a question from Commissioner Zivic who was in attendance, Mr. Dowlin explained that his office would provide day-to-day direction for the consultant who would report regularly to the Commission and its committees. He pointed out that the consultant would not be managing activities but would assist library staff to organize, sequence, and budget the move and operations of the New Main.

**ACTION:** Unanimously recommended

- C. The report by Carol Brown, Facilities Development planning consultant, was postponed until the next committee meeting.
- D. Commissioner Crommie described activities of the committee co-chaired by Steve Coulter and Charlotte Swig to plan the celebration for opening the New Main Library in March 1996. Mr. Dowlin explained that the celebration committee represents a partnership between the Public Library, Friends of the Library, and the Library Foundation.

The City Librarian emphasized the commitment of staff to minimize the length of time that the Main is closed to the public during the move.

In response to a question from Commissioner Wechsler, the City Librarian indicated that developing the actual schedule for opening the Main would be part of the scope of work for the consultant.

- E. Mr. Dowlin recalled that the Recreation and Park Commission has already obtained

legislative approval to accept credit card and automatic teller machine (ATM) cards for payment of fees and charges, and explained the library's desire to obtain similar approval. He noted that actual implementation of use of credit cards and ATMs for fines and fees at the library will also require approval of the Controller and Treasurer once Board of Supervisors' approval has been obtained.

**MOTION:** Commissioner Jebe moved that the committee recommend that the Library Commission request the Board of Supervisors to amend Section 10.11-2, Chapter 10, Article 1, San Francisco Administrative Code, by authorizing the Library Commission to accept credit cards or automatic teller machine cards ("ATM") for the payment of fees and charges.

**ACTION:** Unanimously recommended

- F. Commissioner Crommie expressed concern regarding the process for electing Library Commission officers. She reported that she obtained copies of bylaws from other city commissions for comparison and had discussed the electoral process with the City Attorney's office. Commissioner Crommie pointed out that private negotiations for Commission office seem inconsistent with the spirit of the Brown Act and Sunshine Ordinance. The chair requested that recommendation for amendment of bylaws relevant to the election of officers appear on the next Planning Committee agenda, and stated that she would offer a written proposal at that time.

On Commissioner Jebe's motion, the March 16, 1995, meeting of the Planning Committee of the San Francisco Public Library Commission adjourned at 5:02 PM.



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APR 17 1995

SAN FRANCISCO  
PUBLIC LIBRARY

**NOTICE OF MEETING**

A meeting of the **Planning Committee** of the San Francisco Public Library Commission will be held as follows:

**DATE:** THURSDAY, April 20, 1995  
**TIME:** 4:00 PM  
**PLACE:** LURIE ROOM, MAIN LIBRARY  
**CHAIR:** Commissioner Karen Crommie  
**MEMBERS:** Commissioners Walter G. Jebe, Sr., and Fran A. Streets

**AGENDA:**

1. Update on Library Branches offering extended service hours: Marcia Schneider, Acting Chief of Branches
2. Report on move to New Main Library: Carol Brown, Library Planning Consultant
3. Discussion and possible action to amend Library Commission bylaws relevant to the election of officers: Commissioner Crommie (postponed from March 16, 1995 agenda)
4. Discussion and possible action regarding feasibility of implementing branch signage program: Richard Walsh, Director of Operations and Maintenance

4/14/95

## **ACCESSIBLE MEETING POLICY SAN FRANCISCO PUBLIC LIBRARY COMMISSION**

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MAY 06 1995

SAN FRANCISCO  
PUBLIC LIBRARY

**PLANNING COMMITTEE**  
**SAN FRANCISCO PUBLIC LIBRARY COMMISSION**  
**Minutes of the meeting of Thursday, April 20, 1995**

The Planning Committee of the San Francisco Public Library Commission held a meeting on Thursday, April 20, 1995, in the Lurie Room, Main Library.

**Call to order:** 4:25 PM

**Members present:** Commissioner Karen Crommie, Chair  
Commissioner Walter Jebe, Sr.

**Excused:** Commissioner Fran Streets

**Update on library branches offering extended service hours:**

Marcia Schneider, Acting Chief of Branches, reported that the tentative schedule for extending branch hours that she announced at the Commission meeting on April 4 remains in effect, and that 14 branches have now implemented extended schedules. Ms. Schneider anticipated that three more branches would move to their new schedules during the next week, and that the remaining eight would follow during the first week of May.

In response to the chair's inquiry whether any branches reported difficulty implementing the new schedules, Ms. Schneider pointed out that Local 790 continues to express concern that staffing is inadequate for the increased service hours. The Acting Chief of Branches noted that the staffing plan schedules only the number of employees who are needed at any specific time, and that branches do not have workers now that can be lent to other facilities to provide coverage. Ms. Schneider recalled that many of the library's new permanent employees were drawn from the parttime-as-needed (PTAN) pool, and that outreach would be necessary to recruit new PTAN employees to substitute for regular staff during vacations and absences. She forecast that once the PTAN lists are replenished, the staffing levels at the branches will be sufficient.

In response to a question from Commissioner Crommie, Ms. Schneider stated that five of the

final eight branches that will implement extended hours are resource branches. She explained that the resource branches require more staff to fulfill their schedules which now feature seven-day per week public service. Ms. Schneider commented that library staff will be meeting with Local 790 to discuss union concern about the discontinuation of overtime pay for working Sundays.

Commissioner Crommie expressed appreciation for the report on branch hours and encouraged staff to disclose the difficulties, as well as the successes, that the library encounters in implementing the increase in operations and services.

In response to a question from Commissioner Jebe, City Librarian Kenneth Dowlin explained that the Friends of the Library are distributing schedules of the new library hours in a variety of formats throughout San Francisco.

Hope Hayes, Chief of Main, reported that the Main Library has now been open three Sundays, and that approximately 4,000 patrons have been served during that time. Ms. Hayes indicated that circulation in the Main has risen 10% and attributed the increase to the expanded hours and seven-day per week service.

#### **Report on move to the New Main Library:**

Kathy Page, Chief of Facilities Development, reported that library planning consultant Carol Brown is working at her office in Texas on the request for proposals (RFP) for the move to the New Main. Ms. Page stated that the proposed schedule includes completing the RFP by mid-June, opening the bidding process by the third week of July, having proposals due by mid-August, and selecting the moving company by the end of September. She anticipated that the moving company will work with library staff during the final quarter of this year to plan the move which will begin in January 1996.

#### **Discussion and possible recommendation for amending Library Commission bylaws relevant to the election of officers:**

Commissioner Crommie provided a handout titled "Background for Discussion: Voting Procedure for Library Commission Officers." She reviewed the document, including three possible options--(1) elimination of the nominating committee; (2) announcement of candidacy to nominating committee; and (3) declaration of candidacy at December meeting--which she explained were presented for the purpose of discussion.

In response to questions from Commissioner Norman Wechsler who was in attendance, Deputy City Attorney Julia Moll stated that the standard procedure for electing officers in other city commissions is essentially the same as the current procedure at the library. Ms. Moll noted that the matter is one of policy and that the Commission may adopt alternate procedures, provided that specific legal constraints are observed. She offered to meet with

Commissioner Wechsler to discuss his concern regarding the Sunshine Law and the situation of the Commission Assistant.

Commissioner Jebe expressed dismay at his predicament as past chair of the Nominating Committee and explained that he polled all of the commissioners except for one who was out of the country at the time. Ms. Moll pointed out that all of the discussions by the two designated members of the Nominating Committee relating to nominations should have been held in a public meeting. She stated that the commissioner could discuss nominations with other commissioners provided that those discussions did not involve either a quorum of the Nominating Committee or of the Commission. Ms. Moll acknowledged that public-meeting laws place constraints on the Commission which are cumbersome, but that the legislation contemplated a process in which commissioners would voice in a public session whether they were interested in running for office. She agreed with Commissioner Jebe that the work of the Nominating Committee is rendered practically impossible if members of the Commission do not openly state their interest in candidacy for office.

Commissioner Crommie suggested that changes in the bylaws would assist the members of the Nominating Committee, and she expressed regret that Commissioner Jebe felt his role in the election of officers was being criticized. The chair agreed with the Deputy City Attorney that deliberations for offices should be held in public and emphasized that changing the current procedure could assist in achieving that.

In response to questions from Commissioners Wechsler and Jebe, Ms. Moll affirmed that the responsibility for electing the Commission President rests with the commissioners, and that state and local law set clear requirements that the Commission's business be conducted in public. She asserted that the Commission's business includes the structure and leadership of the Commission, and that the deliberations of any commission regarding how to organize itself for the coming year are a public matter. She emphasized that although only members of the Commission vote in the election of officers, the commissioners' votes and deliberations are public matters and must be conducted in public.

Commissioner Crommie pointed out that any of the three suggestions for altering the method of electing officers would facilitate compliance with the Sunshine Ordinance, and she directed that this issue be placed on the agenda for the next meeting of the Planning Committee. She noted that other city commissioners may also feel pressure in the election of their officers and may want to consider strategies similar to those before the Library Commission.

Commissioner Wechsler indicated that confusion remains regarding the position of the Commission Assistant holding two positions, and Commissioner Jebe urged amendment to the Sunshine Ordinance to permit commissioners to communicate with one another.

Commissioner Wechsler reported that he was aware for three weeks about Ms. Marion's situation, and he surmised that both the City Librarian and Commission President were also



informed. He expressed dissatisfaction that Commissioners Crommie, Jebe, Streets, and Zivic were not apprised, and he inquired who was responsible for notifying them. Ms. Moll responded that the matter of notification was not a legal question but an issue of how the Commission wanted to interact with library staff.

Mr. Dowlin explained that he had sought to defer discussion of the Commission Assistant's transfer until a full meeting of the Commission, and that Ms. Marion continues to perform Commission-related work. The City Librarian noted that Ms. Marion has also been assisting in Personnel, as has his secretary Rosie Scott, in response to the priority of expanding library staff to implement extended hours. In an exchange with Commissioner Wechsler, Mr. Dowlin clarified the point that the concern he had expressed in their earlier conversation regarding the Sunshine Ordinance was to ensure against commissioners deliberating on the process of selecting a replacement for Ms. Marion's position. He cautioned that the requisition for the Secretary's position may not clear DHR as soon as has been anticipated and that he had sought to delay discussion until the requisition is obtained.

Rachel Ellis, Friends of the Library, objected to Commissioner Wechsler's use of the term *gal* in reference to Ms. Marion, and Commissioner Wechsler apologized.

Hope Hayes, Chief of Main, announced the library's expedited-reference service, InfoExpress.

#### **Discussion and action regarding feasibility of implementing a branch signage program:**

Richard Walsh, Director of Operations and Maintenance, reported on the request for library signs expressed by both Friends of the Library and the Council of Neighborhood Libraries. He summarized discussions with Dianne Filippi and Carol Steiman regarding signs for branch libraries and described past installations of signs. Mr. Walsh reviewed his discussions with the Department of Parking and Traffic (DPT) and estimated that \$8,500 would be required to provide large blue directional signs for branches which do not currently have them.

He stated that Ms. Steiman has suggested obtaining informational signs that would be visible from an automobile for branches recessed from the street. Mr. Walsh cited Richmond Branch as a library that would benefit from having such a sign.

He recalled Ms. Steiman's suggestion for placing building signs on branches that are not readily identifiable as libraries. Mr. Walsh reported that in the past the library has provided building signs for Bayview/Waden and Western Addition branches. He explained that this type of sign, obtained through DPT, costs approximately \$200 which includes pole, installation, maintenance, and anti-graffiti coating.

Mr. Walsh suggested that Ms. Steiman's request for multilingual library signs might be fulfilled by using signs which feature the international library icon.



Ms. Steiman suggested that outdoor signs in glass cases, similar to those used by some churches, be used to announce programming at individual branches. She offered to research the options and costs of signs, and she encouraged the library to install trial signage at one branch library.

In response to the chair, Ms. Steiman specified that she was proposing three types of signage: building signs, street locator signs, and program signs. Commissioner Crommie agreed that a test program would be necessary to evaluate potential problems with vandalism, maintenance, and expense.

Mr. Walsh informed the committee that Ms. Filippi has stated her intention to request that the Mayor provide some signage for the library. He added that the library's request for \$10,000 for signs is currently unfunded and the budget contains no other funds for providing signage.

In response to a request from Commissioner Crommie, Mr. Dowlin promised to seek funding for signs in the 1995/96 budget.

Ms. Ellis spoke in support of providing signs for branch libraries and suggested utilizing existing poles whenever possible. She noted that directional signs should also be a priority.

In response to Commissioner Crommie's expression of interest in moving forward with a plan for signage, Mr. Dowlin suggested a building-by-building survey to identify the locations and types of signs that are needed.

In response to a question from the chair, the Chief of Main stated that additional signs for the Main Library are not needed.

**MOTION:** Commissioner Jebe moved to recommend to the Commission that within two years a schedule be established for installation of signage enhancing access to the branch libraries, and authorizing the City Librarian to refine the language of the resolution prior to presentation to the Commission.

**ACTION:** Unanimously recommended

Commissioner Wechsler reminded the committee of his suggestion at the Commission meeting on April 4 to devise a procedure for reviewing and tracking suggestions that the public makes to the Library Commission. Commissioner Jebe agreed and suggested that staff maintain a list of suggestions, separate from the minutes of meetings, which would facilitate tracking suggestions and actions.

The City Librarian suggested that this issue be placed on the agenda for a future Planning Committee meeting. Mr. Dowlin requested that if the Commission decides to formally track suggestions, it vote to determine the priorities and specify which suggestions should receive

staff time and resources.

Commissioner Crommie agreed with the City Librarian's concern. She expressed her belief that public comment is well documented in the records of the Commission meetings and that members should advocate for the suggestions that they support.

In response to concerns expressed by Commissioners Wechsler and Jebe, the chair offered to place on the next Planning Committee agenda the suggestion that staff extract from the minutes the recommendations made by members of the public and produce a checklist for members of the Planning Committee to review and evaluate.

**Adjournment:**

On Commissioner Jebe's motion, the April 20, 1995, meeting of the Planning Committee of the San Francisco Public Library Commission adjourned at 5:38 PM.

## Background for Discussion: Voting Procedure for Library Commission Officers

### Current procedure:

At the December meeting the president appoints a nominating committee consisting of two members. Its function is to submit nominations for the next year's officers. The nominating committee holds a meeting during which it determines its recommendations. This is presented to the commission at its January meeting, at which time nominations from the floor are also accepted.

### Problem:

The Sunshine Ordinance was established to make the work of the government public, we now have a system which is secret *not only to the public, but to the members of the commission.*

- 1) The current procedure makes no provision for notifying the individual members of the commission as to *who* among them is willing to run for the office.
- 2) No provision is made for designating a *means* for the commissioners to exercise their preference as to who will represent them.
- 3) Full responsibility is given to the nominating committee, putting the chair of the nominating committee in an embarrassing position if he or she becomes an office holder.

### Task:

To establish a procedure so that:

- 1) Both the commissioners and the public know *who* is willing to run for office
- 2) Commissioners have the opportunity to *have a clear say* in deciding who is to represent them.
- 3) Polling is conducted in an established manner acceptable to the commissioners and in accordance with the Sunshine Ordinance.

**Suggested Options for Discussion:**

1. Elimination of the nominating committee

a. In December, the commission secretary would distribute a 1-line questionnaire to each commissioner asking what, if any, offices he/she would be willing to hold. (This becomes a public document)

b. The names of all those desiring to serve are placed on a ballot and distributed to each commissioner at the January meeting. After completion, this ballot is returned to the secretary for tallying. At the end of the meeting the new officers are announced.

2. Announcement of candidacy to nominating committee

a) Each commissioner indicates in writing to the secretary the offices he/she would be willing to hold (this becomes a public document). Nominating committee deliberates decision at an open meeting (as now) with no input commissioners other than those who might speak during public comment. (Secret polling is illegal under the Sunshine Ordinance). Nominations would still be accepted from the floor at the January meeting.

3. Declaration of candidacy at December meeting.

At the December meeting, each commissioner is asked to state publicly his/her willingness to run for office. That established, a nominating committee is made up of the commissioners who *do not* wish to run. In a public meeting, they decide on who they will recommend (as now). Nominations would still be accepted from the floor at the January meeting.

Additional options for consideration:



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*Commissioners*

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*City Librarian*

**NOTICE OF MEETING**

A meeting of the **Planning Committee** of the San Francisco Public Library Commission will be held as follows:

**DATE:** THURSDAY, MAY 18, 1995

**TIME:** 4:00 PM

**PLACE:** LURIE ROOM, MAIN LIBRARY

**CHAIR:** Commissioner Karen Crommie

**MEMBERS:** Commissioners Walter G. Jebe, Sr., and Fran A. Streets

**AGENDA:**

1. Discussion and possible action to amend Library Commission bylaws relevant to the election of officers: Commissioner Crommie (referred back to Committee)

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## **ACCESSIBLE MEETING POLICY SAN FRANCISCO PUBLIC LIBRARY COMMISSION**

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4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/292-2022 at least 72 hours in advance of need.
5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.
6. Commission meetings at the Main Library will be held in the Lurie Room on the first floor. The closest accessible BART station to the Main Library is Civic Center. The library is only two blocks from all Muni lines on Market Street and Van Ness Avenue. For information about Muni's accessible service, please call 415/923-6142.
7. There is accessible parking available at 355 McAlister, Civic Center Plaza Garage. Call 415/863-1537.
8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.



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**PLANNING COMMITTEE**

**SAN FRANCISCO PUBLIC LIBRARY COMMISSION**

**Minutes of the meeting of Thursday, May 18, 1995**

The Planning Committee of the San Francisco Public Library Commission held a meeting on Thursday, May 18, 1995, in the Lurie Room, Main Library.

Call to order: 4:10 PM

Members present: Commissioner Karen Crommie, Chair,  
Commission Vice President Walter Jebe, Sr.  
Commissioner Fran Streets

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**Item considered in committee:**

Commissioner Crommie recalled previous discussion regarding voting procedures for Library Commission officers and reviewed the handout originally provided at the Planning Committee meeting of April 20, 1995.

Vice President Jebe expressed support for current procedures which he indicated are consistent with *Robert's Rules of Order*. He pointed out that during his previous tenure on the Commission, members rotated being officers, and he suggested that commissioners who are interested in becoming officers submit their names to the nominating committee. In response to a question from Commissioner Crommie, Vice President Jebe advised that permitting nominations from the floor prior to the vote for Commission offices would ensure that all members who desire to run for office are permitted to do so.

Commissioner Streets observed that most organizations do not allow individuals serving on nominating committees to run for office, and she suggested considering that restriction as an option.

The chair commented that *Robert's Rules of Order* permit nominating committee members to seek election, and she encouraged that the Commission retain bylaws as consistent with *Rules* as possible.

The committee discussed the two previous Commission elections, and Commissioner Crommie voiced support for a system in which commissioners who desire to serve as officers would self-declare instead of having a nominating committee. She indicated that this would ensure that each commissioner knows who is running for office and what the members' choices are for who will represent them.

James Chaffee, a member of the public, suggested that the responsibility for nominations should not be delegated.

Vice President Jebe remarked that the responsibilities of the officers of commissions are not dissimilar to those of members.

In response to a question from Commissioner Streets, the chair summarized the legal advice regarding elections that was presented to the committee at its previous meeting by the City Attorney's office.

Commissioner Streets expressed interest in option 3 listed in the handout. Commissioner Crommie explained that the option would result both in the nominating committee consisting of commissioners who do not seek office and would allow everyone to know who is interested in seeking election. Commissioner Streets responded that option 3 satisfies her sense that members of the nominating committee should not themselves be candidates for office.

Vice President Jebe explained that nominating committees can perform a useful function in organizations by recruiting members to be officers, and he suggested that the nominating committee be appointed in November in order to increase the period of time for consideration of candidates. He expressed concern regarding the loss of collegiality in a system without a nominating committee.

In response to the committee's discussions of the past two elections, Mr. Chaffee described a variety of difficulties in the Commission's electoral process that he has observed during his 20 years of library activism. He summarized flaws in the process of delegating nominations to a committee and advocated an open electoral process undertaken by the Commission as a whole. Mr. Chaffee explained the voting process utilized by the Sunshine Ordinance Task Force on which he serves.

The committee and City Librarian discussed the process for making nominations and casting votes in elections. Commissioner Streets emphasized that option 3 eliminates the conflict inherent in members of the nominating committee being recommended as candidates for office. Vice President Jebe concurred, and the chair explained her preference for option 1.



**MOTION:** Commissioner Streets moved to recommend that the Commission adopt option 3 of the voting procedure handout, which states:

At the December meeting, each commissioner is asked to state publicly his/her willingness to run for office. That established, a nominating committee is made up of the commissioners who *do not* wish to run. In a public meeting, they decide on who they will recommend (as now). Nominations would still be accepted from the floor at the January meeting.

**ACTION:** Unanimously recommended

The City Librarian announced that copies of the library's collection development policy were distributed to the Commission and are available for review by the public, and he expressed gratitude to Kathy Page, Chief of Facilities Development, who chaired the committee to develop the policy.

On Commissioner Streets' motion, the May 18, 1995, meeting of the Planning Committee of the San Francisco Public Library Commission was adjourned at 5:08 PM.

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NOTICE OF CANCELLED MEETING OF PLANNING COMMITTEE OF THE SAN FRANCISCO PUBLIC LIBRARY COMMISSION

The June meeting of the Planning Committee of the San Francisco Public Library Commission has been cancelled.

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*City Librarian*

**NOTICE OF MEETING**

A meeting of the **Planning Committee** of the San Francisco Public Library Commission will be held as follows:

**DATE:** THURSDAY, JULY 20, 1995

**TIME:** 4:00 PM

**PLACE:** LURIE ROOM, MAIN LIBRARY

**CHAIR:** Commissioner Karen Crommie

**MEMBERS:** Commissioners Walter G. Jebe, Sr., and Fran A. Streets

**AGENDA:**

1. Discussion and possible recommendation to designate an alternate Commission meeting site during the closure of the Old Main Library: Kenneth Dowlin, City Librarian
2. Presentation on policy and procedure for obtaining library cards: Ed McBride, Director Support Services
3. Status of New Main staffing plan: Kathy Page, Chief of Facilities Development
4. Presentation on Civic Center open space: Bonnie Sherk, Living Library; Piero Patri, Architect; and Jim Chappelle, Executive Director, SPUR

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## **ACCESSIBLE MEETING POLICY**

### **SAN FRANCISCO PUBLIC LIBRARY COMMISSION**

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**PLANNING COMMITTEE**

**SAN FRANCISCO PUBLIC LIBRARY COMMISSION**

**Minutes of the meeting of Thursday, July 20, 1995**

The Planning Committee of the San Francisco Public Library Commission held a meeting on Thursday, July 20, 1995, in the Lurie Room, Main Library.

**Call to order:** 4:01 PM

**Members present:** Commissioner Karen Crommie, Chair,  
Commission Vice President Walter Jebe, Sr.

**Excused:** Commissioner Fran Streets

**Items considered in committee:**

**Discussion regarding designation of an alternate Commission meeting site during the closure of the Old Main Library**

Kenneth Dowlin, City Librarian, explained that for a period of time in 1996, both the New Main and Old Main will be closed to the public. In response to a question from Vice President Jebe, the City Librarian surmised that an alternate site for meetings will be needed for two to three months.

Commissioner Crommie suggested the possibility of meeting at branch libraries and inquired about alternate sites in Civic Center. Mr. Dowlin noted that committee rooms in the War Memorial Center were a possibility that he would explore.

Commissioner Crommie expressed concern regarding the amount of staff time involved in moving the meetings to branches. Vice President Jebe pointed out that very few neighborhood representatives have attended the Commission's meetings held at branch libraries, and he indicated that he will suggest after the first of the year that the Commission discontinue meeting at a branch site every other month. The commissioner explained that the results of meeting in the neighborhoods do not justify the expense involved in transporting equipment

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and staff. He added that meeting in branches should be reserved for instances when a particular community has an issue of concern.

Commissioner Crommie expressed disappointment at neighborhood attendance and suggested that community outreach might increase turnout.

Mr. Dowlin promised to investigate the options of using the Public Health building at 101 Grove Street or the committee rooms in the temporary City Hall offices on Van Ness Avenue as possible sites for Commission meetings.

Ed Regan, Social Security recipient, suggested that availability of parking be considered when selecting a branch for a meeting site, and he recommended Western Addition and Eureka Valley/Harvey Milk branches.

Vice President Jebe noted that the parking lot at the Milk Branch is small, and acting Chief of Branches Marcia Schneider advised that neither Milk nor Western Addition Branch has a public meeting room.

#### **Discussion of policy and procedure for obtaining library cards**

Ed McBride, Director of Support Services, described the current process for acquiring a San Francisco Public Library card. He explained that a library card can be issued if a patron provides identification from the California Department of Motor Vehicles, or, if an individual does not possess or chooses not to provide DMV identification, the library will accept 10 other forms of identification in order to verify address, which is the library's primary concern when issuing library cards. Mr. McBride stated that people with no identification can obtain restricted library cards that will permit them to check out three materials until they are able to verify their residence.

Mr. McBride reported that in 1970 the Library Commission adopted Resolution #511 which makes confidential the information patrons provide for their library-card applications and renewals. He noted that these policies appear on the library-card application form and are posted on signs.

In response to a question from the chair, Mr. McBride stated that non-DMV identification that the library accepts includes passport, alien registration card, military ID, school-issued student ID, employer-issued ID card, or out-of-state driver's license; and that in combination, the library accepts a rent receipt, imprinted bank check, mail delivered within 30 days, and Medi-Cal card. He indicated that these policies were developed based upon the items that similar agencies require for verification of address, and reiterated that a temporary card can be obtained without ID.



Edith MacMillan, member of the public, recalled her letter of July 5, 1995, to the Library Commission and claimed that she was informed that she must provide a driver's license or Social Security card in order to renew her library card. Ms. MacMillan expressed concern regarding the confidentiality of computerized information.

Commissioner Crommie and Vice President Jebe reviewed a library-card application, and the chair pointed out that the application requests the applicant's California identification or student identification, date of birth and age. In response to a question from Commissioner Crommie, Mr. McBride disclosed that the library will accept the application without being provided ID or date of birth, and upon request will explain the alternate methods of verifying address that are available. He informed the committee that an applicant's age determines the type of card that will be issued.

Vice President Jebe stated that the information being requested of library applicants is less extensive than that required on a credit application, and he pointed out that listing dates of birth is helpful in distinguishing between individuals with the same names.

Mr. McBride offered assurance that the library does not require birthdates, and that the primary concern in library-card renewals is to ensure that the information on record is current and correct.

Commissioner Crommie described the need to safeguard the library's collections and ensure that checked-out materials are traceable.

Ms. MacMillan complained that she was not informed of alternatives to providing a driver's license when she sought to renew her library card, and she urged that the Commission establish a balance between protecting library collections and preserving privacy. She informed the committee that the employee who requested her ID refused to provide his name and disclosed only his library badge number.

In response to a question from the City Librarian, Circulation Services Program Manager Loretta Dowell estimated that between 300 and 400 mailed overdue notices per month are returned because of incorrect address.

In response to concerns raised by Vice President Jebe and Ms. MacMillan, Mr. McBride pointed out that the library does not require patrons to divulge their Social Security numbers. The Director of Support Services expressed regret that Ms. MacMillan was inconvenienced, and he characterized the situation as a misunderstanding. Mr. McBride explained that a number of staff in Registration are new appointees, and, at the request of Commissioner Crommie, he promised to issue a memo to Circulation Services staff reminding them of the policy that provides for a variety of alternatives for verifying patrons' addresses and to request the City Attorney's office to review the process for issuing library cards.

Mr. Regan suggested that post office boxes be accepted as addresses. Mr. Dowlin explained that the current process evolved from extensive negotiations with the City Attorney's office and advocates for the homeless.

Ms. MacMillan spoke in opposition to having personal information entered into a computer record, and the chair agreed to take the matter under advisement.

### **Status report on New Main Library staffing plan**

Kathy Page, Chief of Facilities Development, reported that the implementation team of library managers has begun meeting to plan policies and procedures for moving into and operating the New Main. She indicated that current staffing in all divisions is being verified in comparison to current budget, and she anticipated that a revised staffing chart will be produced by the last week in August.

Ms. Page introduced David Price, Assistant to the City Librarian.

Commissioner Crommie requested that the August presentation of New Main staffing make reference to New Main floor plans in order to demonstrate service points and on-the-floor staffing.

In response to a question from the chair, Ms. Page affirmed that the number of staff needed to operate the New Main Library has not yet been established, and she agreed to report back to the committee as the implementation team's work progresses.

### **Discussion of Civic Center open space**

Commissioner Crommie welcomed Bonnie Sherk who explained that the two other individuals scheduled to speak regarding open space were unable to attend today's meeting.

Ms. Sherk proposed that the Public Library support creation of an international culture ecology think park and living library, which she characterized as an environment integrating a variety of programs, curricula, and products that would focus the content and contextualism of local resources such as built and natural environments, plants and living forms, and the arts and technology. She described local support for the concept of an international culture ecology think park, and showed the committee illustrations of a park in New York City. Ms. Sherk summarized the development of Beaux Arts architecture.

Ms. Sherk acknowledged that no source of funding for the development of an international culture ecology think park has been identified, and she envisioned a 12 to 18 month planning process.

Commissioner Crommie commented that she understood that the proposal for an international culture ecology think park involves segmenting the space between the New and Old Main, and she requested clarification of the relationship between the various elements Ms. Sherk was proposing. Ms. Sherk pointed out the need for including in the planning process institutions and individuals whom she termed stakeholders.

In response to questions from Vice President Jebe, Ms. Sherk described instances of planning for international culture ecology think parks and proposed the creation of a local multimedia digital archive by community research mentoring teams.

In response to a question from Commissioner Crommie, Ms. Sherk stated that the themes for the international culture ecology think park would be determined by the stakeholders.

Commissioner Crommie recalled that Civic Pride, chaired by James Haas, is also engaged in planning for Fulton Street mall, and she expressed concern regarding the cost of maintenance of a segmented area which would feature activities.

Ms. Sherk explained that part of the planning of the stakeholders would include the development of an organizational plan.

Rachel Ellis, member of the public, stated that Planning Department staff informed her that the farmers' market in Civic Center may be moved to Fulton Street between the Old and New Main because truck traffic is damaging the brickwork and enhanced decorations in UN Plaza. Ms. Ellis explained the importance of ensuring that the users and tenants of Civic Center, such as the library and Asian Art Museum, are involved in determining the use that will be made of Fulton Street.

Commissioner Crommie pointed out that numbers of issues regarding Civic Center open space remain to be addressed. Vice President Jebe agreed and suggested that the Commission postpone consideration of open spaces until the New Main Library opens.

Ms. Sherk and the committee discussed the possibility of library support for the planning process for open space, and Mr. Dowlin suggested that an entity such as the Planning Department might convene a group of stakeholders. He concurred with Vice President Jebe that the library's current focus must be the opening of the New Main but expressed willingness to participate in a wide collaboration with other stakeholders.

Mr. Regan reiterated support for permitting patrons to use post office boxes to verify residency.

On Commissioner Jebe's motion, the July 20, 1995, meeting of the Planning Committee of the San Francisco Public Library Commission adjourned at 5:17 PM.

The first of these is the fact that the  
population of the country has increased  
very rapidly since 1850. This is due  
to a number of causes, but the most  
important is the fact that the country  
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**NOTICE OF CANCELED MEETING OF THE PLANNING COMMITTEE OF THE SAN FRANCISCO PUBLIC LIBRARY COMMISSION**

The August 1995 meeting of the Planning Committee of the San Francisco Public Library Commission has been canceled.

8/8/95:mc

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American Medical Association

1914

Volume 1

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SEP 14 1995

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PUBLIC LIBRARY

FRANK M. JORDAN  
Mayor

**NOTICE OF CANCELED MEETING OF BUILDING AND FACILITIES  
COMMITTEE OF THE SAN FRANCISCO PUBLIC LIBRARY COMMISSION**

JAMES P. HEALING  
President

The September 1995 meeting of the Building and Facilities Committee of the San Francisco Public Library Commission has been canceled.

WALTER G. JESS, Sr.  
Vice President

KAREN CAONNE  
THOMAS H. GEE, J.D.  
FRAN A. STREETS  
NORMAN V. WACHSBERG  
Commissioners

**NOTICE OF CANCELED MEETING OF THE PLANNING COMMITTEE OF  
THE SAN FRANCISCO PUBLIC LIBRARY COMMISSION**

KENNETH E. DOWLIN  
City Librarian

The September 1995 meeting of the Planning Committee of the San Francisco Public Library Commission has been canceled.

9/13/95:MWC



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JAMES P. HERLIHY  
President

WALTER G. JEBE, SR.  
Vice President

KAREN CROMMIE  
THOMAS H. GEE, J.D.  
FRAN A. STREETS  
NORMAN V. WECHSLER  
Commissioners

KENNETH E. DOWLING  
City Librarian

**NOTICE OF MEETING**

A meeting of the **Planning Committee** of the San Francisco Public Library Commission will be held as follows:

**DATE:** THURSDAY, OCTOBER 19, 1995

**TIME:** 4:00 PM

**PLACE:** LURIE ROOM, MAIN LIBRARY, CIVIC CENTER

**CHAIR:** Commissioner Karen Crommie

**MEMBERS:** Commissioners Walter G. Jebe, Sr., and Fran A. Streets

**AGENDA:**

1. Public comment
2. Discussion and possible action regarding recommendation to the Commission to schedule Commission meetings at library branches
3. Report on status of New Main staffing plan: Kathy Page, Chief of Main (postponed from July 20, 1995, Planning Committee meeting)
4. Discussion and possible action regarding recommendation to the Commission of policy on posting of notices in libraries
5. Discussion and possible action regarding recommendation to the Commission of proposed revisions to the Meeting Room Policy
6. Discussion and possible action regarding recommendation to the Commission of proposed Exhibitions Policy
7. Adjournment

10/16/95:MWC



CIVIC CENTER  
SAN FRANCISCO, CALIFORNIA 94102  
TELEPHONE 415-557-4233

## ACCESSIBLE MEETING POLICY

### SAN FRANCISCO PUBLIC LIBRARY COMMISSION

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.
2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.
3. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).
4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/292-2022 at least 72 hours in advance of need.
5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.
6. Commission meetings at the Main Library will be held in the Lurie Room on the first floor. The closest accessible BART station to the Main Library is Civic Center. The library is only two blocks from all Muni lines on Market Street and Van Ness Avenue. For information about Muni's accessible service, please call 415/923-6142.
7. There is accessible parking available at 355 McAlister, Civic Center Plaza Garage. Call 415/863-1537.
8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

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Minutes

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SAN FRANCISCO  
PUBLIC LIBRARY

**PLANNING COMMITTEE**  
**SAN FRANCISCO PUBLIC LIBRARY COMMISSION**

The Planning Committee of the San Francisco Public Library Commission held a meeting on Thursday, October 19, 1995, in the Lurie Room, Main Library, Civic Center.

**Call to order:** 4:00 PM

**Members present:** Commissioner Karen Crommie, Chair  
Commissioners Fran Streets  
Commissioner Vice President Walter G. Jebe, Sr., was excused.

**Public Comment:**

**Commission Meetings at Branch Libraries:** After discussion regarding written suggestions offered by Marcia Schneider, acting Chief of Branches, Commissioner Crommie announced that the Committee would report on this matter at its November 16 meeting.

**Main Library Staffing Plan:** Kathy Page, Chief of the Main, gave a report on status of the New Main staffing plan. Commissioner Crommie requested that Ms. Page repeat her presentation at the full Commission meeting on November 7.

**Policy - Posting of Notices in Libraries:** City Librarian Kenneth Dowlin reported that this matter is being reviewed by the City Attorney at this time.

**Policy - Meeting Rooms:** Laura Lent, Exhibits and Program Librarian, presented a revised meeting room policy which Commissioner Crommie stated would be further discussed at the November 16 Planning Committee meeting.

**Policy - Exhibitions Policy:** Laura Lent presented a proposed Exhibitions Policy which Commissioner Crommie stated would be considered and further discussed at the Committee meeting on November 16.

**Adjournment:** On Commissioner Streets' motion, the October 19, 1995, Planning Committee meeting was adjourned at 5:27 PM.

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The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial data. This includes not only sales and purchases but also expenses and income. The document then moves on to discuss the various methods used to collect and analyze this data, highlighting the role of technology in streamlining the process. It also touches upon the challenges faced in data collection and the strategies employed to overcome them. The final section of the document provides a summary of the findings and offers recommendations for future research and practice.

In conclusion, the document underscores the significance of thorough data management in achieving accurate financial reporting and informed decision-making. It calls for a commitment to transparency and accountability in all financial activities.

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SAN FRANCISCO PUBLIC LIBRARY

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CommissionersKENNETH E. DOWLIN  
City Librarian

## NOTICE OF MEETING

A meeting of the **Planning Committee** of the San Francisco Public Library Commission will be held as follows:

**DATE:** THURSDAY, NOVEMBER 16, 1995

**TIME:** 4:00 PM

**PLACE:** LURIE ROOM, MAIN LIBRARY, CIVIC CENTER

**CHAIR:** Commissioner Karen Crommie

**MEMBERS:** Commission Vice President Walter G. Jebe, Sr., and Commissioner Fran A. Streets

DOCUMENTS DEPARTMENT

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SAN FRANCISCO  
PUBLIC LIBRARY

## AGENDA:

1. Public comment
2. Discussion and possible action regarding recommendation to establish as the policy of the Public Library the Civil Service Commission policy on employment of persons with disabilities: Richard Walsh, Director, Operations and Maintenance
3. Discussion and possible action regarding recommendation for approval to amend Commission bylaws to designate Library Commission meeting locations for calendar year 1996: Kenneth E. Dowlin, City Librarian
4. Discussion and possible action regarding recommendation to establish meeting location of Building and Facilities Committee, Finance Committee and Planning Committee: Kenneth E. Dowlin
5. Discussion and possible action regarding recommendation of proposed revisions to the meeting room policy: Laura Lent, Exhibitions and Programming Manager
6. Discussion and possible action regarding recommendation of proposed exhibitions policy: Laura Lent
7. Adjournment

11/13/95:MWC



CIVIC CENTER

## SAN FRANCISCO PUBLIC LIBRARY COMMISSION - ACCESSIBLE MEETING POLICY

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### Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 415/554-6075.

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SAN FRANCISCO PUBLIC LIBRARY

ACCESS, DISCOVER, EMPOWER

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PUBLIC LIBRARY

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Commissioners

KENNETH E. DOWLIN  
City Librarian

NOTICE OF CANCELED MEETING

NOTICE IS HEREBY GIVEN that the regularly scheduled meeting of the **Planning** Committee of the San Francisco Public Library Commission for Thursday, **December 21, 1995**, at 4:00 p.m. in the Lurie Room, Main Library, Civic Center, has been canceled.

*Margaret W. Culver*  
MARGARET W. CULVER  
Secretary, Library Commission

POSTED: DECEMBER 18, 1995



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